



LAW-ENFORCEMENT REQUEST FORM

Information Access and Privacy

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

CLEAR FORM

Law-enforcement officials are public bodies that may request access to BCIT records or video surveillance to assist in a specific investigation, as authorized under section 33(3)(d) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*, which permits disclosure to a public body or Canadian law enforcement agency when the request relates to an investigation undertaken with a view to a law enforcement proceeding, or from which such a proceeding is likely to result.

INVESTIGATION

Case File #

REQUESTING AGENCY IDENTIFICATION

Public Body Name

Unit / Division

Address

Primary Contact (Requestor):

Name / Title / Badge or ID #:

Official Phone / Email

Supervising Officer (Optional):

Name / Title / Phone:

REQUEST DETAILS

Please specify a clearly defined scope of records, including date range.

Do not include personal information in this request unless necessary to identify and locate the records. Requests must be limited to what is reasonably necessary for the stated investigative purpose.

AUTHORITY FOR DISCLOSURE OF PERSONAL INFORMATION

Please confirm the following:

Disclosure Authorization under FIPPA

- ☐ *Section 33(3)(d)* — This request is made to assist in a specific investigation:
(i) undertaken with a view to a law enforcement proceeding, or
(ii) from which a law enforcement proceeding is likely to result.

RETENTION & HANDLING OF RECORDS

- ☐ Requesting agency confirms that any records disclosed will be managed, secured, and retained in accordance with its applicable records retention and information management policies. (Public bodies must ensure secure handling and appropriate retention of personal information under FIPPA.)