

You have the choice of filling out this form *before or after* printing it. You can then submit it in person at Town Hall, mail it (90 Roosevelt Avenue, Town of Mount Royal, H3R 1Z5) or fax it at 514-734-3092. Once the form is received, the time period fixed by the Act for replying is 20 calendar days. The information you supply in the section "Identification of the applicant" will be treated confidentially and will be read solely by the persons authorized to process your application. Depending on your preferred access procedure, fees for photocopying and forwarding documents could be charged to you, in which case somebody will contact you beforehand. **Important : Please make sure to have signed the form before transmitting it to us.**

To be filled out by the applicant

IDENTIFICATION OF THE APPLICANT	
Last name	First name
Address (number, street, city)	Postal code
Telephone Residence () -	Work () -

IDENTIFICATION OF THE PUBLIC BODY TO WHOM THE APPLICATION IS BEING MADE	
Town of Mount Royal	
90 Roosevelt Avenue, Town of Mount Royal	H3R 1Z5

IDENTIFICATION OF THE DOCUMENT REQUESTED
(Title, author, subject, year of publication, etc.)

PREFERRED ACCESS PROCEDURE	
Consultation at the public body's offices	<input type="radio"/>
OR	
Forwarding of a copy of the document	<input type="radio"/>
OR	
Telephone call when a copy of the document is ready to be picked up	<input type="radio"/>

Date

Signature

To be filled out by the public body

Date the application was received	YY / MM / DD
Deadline for replying to the applicant	YY / MM / DD
Date acknowledgment was sent	YY / MM / DD
Date the decision was conveyed	YY / MM / DD
Analysis and decision	