

**Establishment of Fees and Forms for
the *Access to Information and Protection of Privacy Act***

Pursuant to Section 21 of the *Executive Council Act*, Section 68 of the *Access to Information and Protection of Privacy Act* and all other powers enabling him in this regard, the Minister of Justice has been pleased to establish the fees and forms set out below, effective from the 17th day of January, 2005.

Dated at St. John's in the Province of Newfoundland and Labrador, on the 17th day of January, 2005.

The Honourable Thomas W. Marshall, Q.C.
Minister of Justice and Attorney General

FEES

1. (1) An applicant who makes a request for access to a record pursuant to the *Access to Information and Protection of Privacy Act* must pay to the public body:
 - (a) an application fee in the amount of \$5.00;
 - (b) for locating, retrieving, providing and manually producing a record, \$15.00 for each hour of person time after the first two hours, rounded down to the nearest hour;
 - (c) for producing a record from information in electronic form, the actual cost of producing the record;
 - (d) for shipping a record, the actual costs of shipping using the method chosen by the applicant;
 - (e) where the record is stored or recorded in printed form and can be copied or printed using conventional equipment, 25 cents a page for providing a copy or print of the record; and
 - (f) where the record is stored or recorded in a manner other than that referred to in paragraph (e) or cannot be reproduced or printed on conventional equipment, the actual cost of reproduction for providing a copy of the record.
- (2) A person who requests access to their own personal information only pays the application fee set out in paragraph 1(1)(a).
2. The application fee in paragraph 1(1)(a) shall be paid before access to a record is given.

3. (1) If a head gives a person an estimate of an amount payable under the Act, the head may require the person to pay a deposit equal to 50 per cent of the estimate before the head takes any further steps to respond to the request.
- (2) A head shall refund any amount paid under subsection (1) that is subsequently waived.
- (3) The outstanding balance shall be paid before access to a record is given.

FORMS

Form 1	Application for Access
Form 2A	Acknowledgment of Request
Form 2B	Notice of Application Fee
Form 3	Notice of Transfer of Request
Form 4A	Response to Applicant - Full Disclosure
Form 4B	Response to Applicant - Partial Disclosure
Form 4C	Response to Applicant - Access Refused
Form 5	Notice of Extension of Time Limit
Form 6A	Estimate of Costs Letter
Form 6B	Estimate of Costs
Form 7A	Notice to Third Party
Form 7B	Notice to Applicant of Third Party Notice
Form 8	ATIPP Summary Report