



Time Extension Application Form – section 10(1)(d) *Freedom of Information and Protection of Privacy Act (FIPPA)*

Note: This form is for any time extension application under section 10(2)(a) based on:

- section 10(1)(d) consent

Please attach written proof of the applicant's consent.

Please submit this form **at least 3 business days** before the due date, and ensure that all information is complete and accurate.

Section 1 – Public body background *(required: all fields)*

OIPC file # of previous extension (if applicable):

Public body (full name):

Public body File #:

Public body Contact Name:

Contact Direct Line:

Contact Email Address:

Please provide a brief description of the original request:

Date request for records received (m/d/yyyy):

Original due date of request (m/d/yyyy):

Was a fee estimate sent? Yes No

Date fee estimate sent (m/d/yyyy):

Date deposit or full fee paid (m/d/yyyy):

Date of fee waiver decision (m/d/yyyy):

Current request due date (m/d/yyyy):

Number of business days requested for this extension:

Proposed due date (m/d/yyyy):



Has the public body already taken a time extension under section 10(1)?

Yes No

If so, please indicate:

Date of time extension (m/d/yyyy):

Number of days extended:

Basis for time extension:

s. 10(1)(a) s. 10(1)(b) s. 10(1)(c) s. 10(1)(d)

Date of letter notifying applicant of the extension (m/dd/yyyy):

Has the applicant complained to the OIPC about this time extension?

Yes No

Section 2 – Proof of applicant consent *(required: attachment)*

Please **attach** written proof of the applicant's consent to the time extension. Emails are an acceptable form of proof.

Forms missing proof of applicant's consent will not be processed.

(Please refer to page 9 of the [Time extension guidelines for public bodies](#) for more information.)

Click to

Submit Form