



Time Extension Application Form for Section 10(1)(d)

This form can either be filled out or used as a guide for the information required and sent via email.

Note: Be sure to send proof of consent obtained from applicant to OIPC.

Public Body

If you have submitted previous time extension requests to OIPC, please provide the OIPC file number(s): _____

Public body requesting time extension: _____

Public body File #: _____

Contact Name: _____

Contact Direct Line: _____

Contact Email Address: _____

Public Body Mailing Address: _____

Request Details

Provide a brief description of the original request

Required Information

Date request received _____

Fees Requested? Yes No
If yes, complete section on page 2

Time extension taken by public body? Yes No
If yes, complete section on page 2

Current due date of request _____

Number of business days consented to for this extension _____

Consented to due date _____

Explanation for time beyond 30 business days

Fee related questions:

Date fee estimate sent _____

Date deposit or full fee paid _____

Date fee waiver requested _____

Date of fee waiver decision _____

Public body time extension

Basis for time extension already taken by public body? s. 10(1)(a)

s. 10(1)(b)

s. 10(1)(c)

s. 10(1)(d)

Date of time extension taken by public body _____

Date of letter notifying applicant of time extension _____

Has Applicant complained to OIPC about this time extension? Yes No

Time extension decisions will be made based on the information supplied on this form; therefore, public bodies should ensure that the information supplied on the form is complete and accurate.

Public bodies must submit this form at least 3 business days before the due date.