



Time Extension Application Form for Second/Further Requests to OIPC

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

Second/Further Time Extension Request

OIPC File # for previous extension granted: F _____

Name of FOI applicant: _____

Telephone number and/or email address of applicant: _____

Grounds for Extension Application

(You may choose more than one ground for the time extension application.)

- Section 10(2)(a)
 - Insufficient detail (10(1)(a))
 - Volume of records requested or to be searched (10(1)(b))
 - Consultation (10(1)(c))
 - Consent (10(1)(d)) [*Include proof of consent*]
- Section 10(2)(b)

Number of business days requested for this extension _____

Proposed new due date _____

New Information

(Please provide new information regarding the processing of this second/further request. The questions below are to serve as a guide to the type of information you should supply.)

Why was the first time extension not sufficient to complete this request?

What has changed since the time the public body requested the first time extension?

What progress has been made on this file since the time the first time extension was granted?

Have you released any records to the applicant?

Are you planning to do a phased release?

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.

It is the policy of OIPC to contact the applicant when a public body requests permission from OIPC to take a time extension more than once on the same access request.