



Time Extension Application Form – Subsequent Requests *Freedom of Information and Protection of Privacy Act (FIPPA)*

Note: *This form is for subsequent time extension applications (after the first OIPC-approved extension):*

Under section 10(2)(a) based on:

- section 10(1)(a) insufficient detail
- section 10(1)(b) large volume
- section 10(1)(c) consultation

Under section 10(2)(b):

- *If the commissioner otherwise considers that it is fair and reasonable to extend the time for responding*

Do not use this form for applications based on section 10(1)(d) consent.

Please submit this form **at least 5 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:

Public body (full name):

Public body File #:

Public body Contact Name:

Contact Direct Line:

Contact Email Address:

FOI applicant (full name):

Applicant email address:

Applicant phone number:

Please provide a brief description of the original request:

Current due date(m/d/yyyy):

Number of business days requested for this extension:

Proposed due date (m/d/yyyy):



Section 2 - Grounds for Current Extension Application *(required: choose all that apply)*

☐ **Section 10(2)(a)**

- ☐ s. 10(1)(a) (insufficient detail)
- ☐ s. 10(1)(b) (volume of records)
- ☐ s. 10(1)(c) (consultation)

☐ **Section 10(2)(b)** (See pages 9-10 of the time extension guidelines. Please note the need for exceptional circumstances, such as forest fires, flooding, court involvement, and unforeseeable issues)

Section 3 – Additional information *(required: all fields)*

Basis for previous time extension:

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

Number of days previously extended:

Please explain why the previous time extension was not sufficient to complete the request:

Describe any changes since the previous time extension was granted:

Describe the progress made on this file since the previous time extension was granted:

Have any records been released to the applicant? ☐ Yes ☐ No
Will there be a phased release of records? ☐ Yes ☐ No

Click to

Submit Form