



Consent and authorization form for the disclosure of personal information to a third party

This form authorizes the Access to Information and Privacy (ATIP) Branch at Library and Archives Canada (LAC) to release your personal information to the person named below.

Note

For the Privacy Notice Statement refer to Section D. This form is only valid for one-time use. A new form must be submitted with all new access requests for personal information made to LAC.

Section A: Your Information

Surname		
Given name(s)		
I acknowledge that I must submit with this form two acceptable pieces of identification (see Annex A) to validate my identity in order for LAC to provide my personal information to the authorized person mentioned in Section B.		<input type="checkbox"/>

Section B: Authorized person

Surname		
Given name(s)		
I acknowledge that I must submit with this form two acceptable pieces of identification (see Annex A) to validate my identity in order for LAC to process the access request and provide the personal information of the individual mentioned in Section A.		<input type="checkbox"/>

Section C: Disclosure of information

Select the personal information you consent to LAC sharing with the authorized person.

All my personal information in the requested records	<input type="radio"/>
Personal information in my medical records only	<input type="radio"/>
Other personal information – Specify:	<input type="radio"/>

Section D: Your signature

Privacy Notice Statement

Library and Archives Canada (LAC) collects the personal information provided in this form and in the proof of identity under the authority of the *Privacy Act*. This information is collected for the purpose of processing an access request for your personal information in LAC records. Your personal information cannot be disclosed to other persons without your consent except where disclosure would be justified pursuant section 8 of the [Privacy Act](#).

The personal information collected is described in the Standard Personal Information Bank ([Access to Information Act and Privacy Act Requests PSU 901](#)) detailed at www.infosource.gc.ca and through Library and Archives Canada's web site. You have the right to the protection of, access to and correction of your personal information.

Any comments or concerns you may have regarding LAC's handling of your personal information may be directed to our Access to Information and Privacy Office by emailing daiprp-atipd@bac-lac.gc.ca, calling 613-996-5115 or writing to ATIP Branch, 550 de la Cité Boulevard, Gatineau (Quebec) J8T 0A7. If you are not satisfied with LAC's response to your privacy concern, you have the right to file a complaint with the [Privacy Commissioner of Canada](#) regarding the institution's handling of your personal information.

I, the undersigned, consent to Library Archives and Canada (LAC) disclosing my personal information described in this form to the authorized person named above.

Signature	Date (yyyy-mm-dd)

Annex A: Acceptable proof of identity documents

Library and Archives Canada accepts the following documents as proof of identity. We require two separate pieces, preferably from the list below. However, a secondary document with your name and address can also be used to validate your identity.

The documents must be valid (not expired).

If you cannot submit a combination of any of the following documents with a secondary piece of identity, please contact us.

Please note that health cards, tax documents and bank statements are not accepted as proof of identification.

- Passports
- Driver's licences or enhanced driver's licences
- Government-issued Identification card (Provincial or territorial photo cards for non-drivers)
- Birth Certificate
- Canadian Military Identification Card
- Certificates of Indian Status (status cards)
- Métis Status Cards
- Citizenship cards or national identity cards
- Canadian Permanent resident cards
- Nexus cards
- Record of landing forms/confirmation of permanent residence (IMM 5292)
- Immigration documents issued to foreign nationals present in Canada (e.g., work permit, study permit, refugee approved status)