

FIPPA AND THE APPLICATION FEE

The *Freedom of Information and Protection of Privacy Act* (FIPPA) allows public bodies to charge a \$10 application fee for access requests for general records. This fee is discretionary, and the Information and Privacy Commissioner cautions public bodies against charging an application fee as it can create barriers for some access applicants. This infographic illustrates things public bodies need to remember if they do administer the application fee.

NOTIFICATION

Display notice of the fee anywhere an applicant can request records - websites, forms, etc.

Advise applicants how to pay the fee, and that a delay in payment could result in a delay in response.

Notify applicants that a fee is due when a request is submitted without payment. This notification must be sent directly to the applicant without delay.



TIME LIMITS

Section 7 of FIPPA requires a public body to respond to an access request no later than 30 business days after receipt of the request, with limited exceptions.

If a request is submitted without payment, this time limit is paused from the day the public body directly notifies the applicant the fee applies until the day the fee is paid or excused.



PAYMENT

Provide a variety of payment options - such as credit card, cash, cheque, or e-transfer- to ensure expediency and accessibility for all applicants.

Include options that permit applicants to maintain anonymity.



EXCUSING THE FEE

Establish policies outlining when the fee will be waived or refunded. Consider excusing the fee if:

- the fee disproportionately impacts vulnerable groups or individuals;
- the request is transferred to another public body; or
- fairness warrants.

