



This form is intended to assist public bodies when applying for approval from the Commissioner to disregard an access request, as set out in section 21 of the *ATIPPA, 2015*.

*A public body may apply to the commissioner for approval to disregard an access request no later than 5 business days after receiving the request. The Commissioner must respond to an application to disregard within three business days.*

For details on completing this form, refer to the [Applying to the Commissioner for Approval to Disregard an Access to Information Request](#) guidance document available on the Office of the Information and Privacy Commissioner (OIPC) website.

This form can be completed and sent to the OIPC email account, [commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca), by clicking on the “Submit Form” button on page 3.

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Date Disregard Application Submitted to OIPC: \_\_\_\_\_

#### Section 1: Public Body Information

Public Body Name:	
Public Body File Number:	
Contact Person:	
Contact Phone Number:	
Contact Email:	

#### Section 2: Summary and Background

Date access request received:	
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Please provide the wording of the applicant's original request for records (without including names of individuals) or attach a copy of the anonymized access request received. If the request was changed or modified by the applicant after it was received, please provide the modified request.

**Section 3: Reason for Disregard Application (check all that apply)**

<input type="checkbox"/>	Unreasonably Interfere with Public Body Operations – Section 21(1)(a)
<input type="checkbox"/>	Information Already Provided to Applicant – Section 21(1)(b)
<input type="checkbox"/>	Trivial, Frivolous or Vexatious – Section 21(1)(c)(i)
<input type="checkbox"/>	Unduly Repetitive or Systematic – Section 21(1)(c)(ii)
<input type="checkbox"/>	Excessively Broad or Incomprehensible – Section 21(1)(c)(iii)
<input type="checkbox"/>	Made in Bad Faith – Section 21(1)(c)(iv)

Explain why approval to disregard this request is required in relation to the reason(s) you have selected above, providing clear and convincing evidence to demonstrate why this application should be approved. For information on what kind of information to include, please refer to the OIPC guidance piece [Applying to the Commissioner for Approval to Disregard an Access to Information Request](#).

#### Section 4: Other Information

Please provide any additional comments or information that will assist the OIPC in deciding whether to approve your application to disregard an access request. You may attach additional documents if necessary.