



This form is intended to assist public bodies when applying for approval from the Commissioner to extend the time for responding to an access request, as set out in section 23 of the *ATIPPA, 2015*.

A public body may apply for an extension of time to respond to an access request no later than 15 business days after receiving the request. The Commissioner must respond to an application for extension within three business days.

For details on completing this form, refer to the [Requesting a Time Extension](#) guidance document available on the OIPC website.

This form can be completed and sent to the OIPC email account, commissioner@oipc.nl.ca, by clicking on the “Submit Form” button on page 4.

Date Extension 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: | |
| Original due date of request: | |
| Length of time extension requested (business days): | |
| Proposed new due date: | |

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: Extensions Previously Requested from the OIPC Related to this Access Request (if applicable)

| | | | | |
|---|-------------------------------|-----|-------------------------------|--|
| Was a previous time extension approved regarding this access request? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <i>If no, proceed to section 4</i> |
| | Previous Extension Request #1 | | Previous Extension Request #2 | |
| Date previous extension requested: | | | | |
| Number of days requested: | | | | |
| Number of days approved: | | | | |
| Revised response due date: | | | | |

Section 4: Status of Access Request

| | | | | |
|---|--------------------------|-----|--------------------------|---------------|
| Is the search for records complete: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Approximate number of pages of records searched thus far: | | | | |
| Approximate number of pages anticipated to be searched: | | | | |
| Approximate number of pages of responsive records: | | | | |
| Date review of responsive records began: | | | <input type="checkbox"/> | Not yet begun |
| Have any third parties been notified at this time? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Has any other public body(ies) been consulted at this time? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Has a partial response been provided to the applicant? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Provide information on the work that remains, including a list of each outstanding task and an estimate of time needed for each.



Section 5: Reason for Extension Request (check all that apply)

| | |
|--|---|
| | Large volume of records |
| | Meeting deadline would unreasonably interfere with operations of the public body/workload |
| | Worked with applicant to clarify the request/insufficient detail |
| | Third party consultation |
| | Consultation with another public body |
| | Executive consultation |
| | Difficulty gathering records |
| | Unforeseen circumstances |
| | Sensitivity/complexity of material |

Explain why an extension is required in relation to the reason(s) you have selected above and provide clear and convincing evidence to demonstrate the need for the number of days being requested for the time extension. If there is another reason for why an extension is being sought, please indicate below. For information on what kind of information to include, please refer to the OIPC guidance piece [Requesting a Time Extension](#).

Section 6: Other Information

Please provide any additional comments or information that will assist in the decision of the request for time extension.