

# HOW DO I GET ACCESS TO INFORMATION?

## 1. Identify the Type of Information You Want

- It generally helps to be as specific as possible in identifying the type of information you want.
- Determine the appropriate public body that holds the information—government institution, local authority or health trustee.

## 2. Fill Out a Form

- Make your request for information in writing or use one of the following forms:
  - ⇒ [FOIP Access to Information Request Form](#) for a government institution
  - ⇒ [LA FOIP Access to Information Request Form](#) for a local authority
  - ⇒ [HIPA Access to Information Request Form](#) for a trustee

## 3. Submit Your Request

- Send your request directly to the public body. Keep a copy for your records.
- Please note: our office does not process access to information requests. Your request for information must be submitted to the public body that you are requesting information from. Click [here](#) for the Saskatchewan Government's contact list.*

## 4. Wait 30 Days

- The public body has 30 days to respond (a public body may ask for fees before responding).

## Not Satisfied?

If you do not receive a response within 30 days, or are dissatisfied with the public body's response, you can request a review by the IPC.

Check out our document called [Guide to Requesting a Review from the IPC](#) for a list of reasons the IPC would undertake a review.

## 5. Request a Review

- Make your request for review in writing or use one of the following forms:
  - ⇒ [FOIP Request for Review Form](#) for a government institution
  - ⇒ [LA FOIP Request for Review Form](#) for a local authority
  - ⇒ [HIPA Request for Review Form](#) for a trustee

## 6. Submit Your Request to the IPC

- Email your request directly to [webmaster@oipc.sk.ca](mailto:webmaster@oipc.sk.ca) or send it to:
  - 503—1801 Hamilton St.  
Regina SK S4P 4B4
- Please include a copy of your access to information request and the response from the public body.

## 7. Early Resolution

- Once it is determined that the IPC has jurisdiction and grounds to review the matter, an Early Resolution Officer will contact you, ensure all the necessary information has been received and try to resolve the complaint at this stage.

## 8. Make a Submission

- If early resolution is not possible, an Analyst will be assigned to the file. You will be invited, but are not obligated, to make a submission (provide relevant information to support the release of records).
- The Analyst will attempt to mediate, or informally resolve, the review.

## 9. Report and Response

- If no mediated settlement is possible, the Commissioner will issue a report with findings & recommendations.
- The identity of the applicant will not be disclosed.
- The public body has 30 days to respond to the report and indicate if it will comply with the recommendation(s).

## Still Not Satisfied?

If you are not satisfied with the Commissioner's recommendations, and/or the public body's response, you can appeal to the Court of Queen's Bench. The IPC is not involved in this step. You may want to consult a lawyer.