

Time Extension Request Form

Use only for Time Extensions Requests under s.63 of ATIPPA made directly to the IPC

Refer to the document 'Request for Time Extension PB Guidance' for instructions on completing this form.

PART 1 – PUBLIC BODY INFORMATION		
Name of Public Body	Public Body Address	
Public Body Contact Name		
Contact Phone Number		
Contact Email Address	Access Request # -	

PART 2 – ADMINSTRATION OF ACCESS R	EQUEST
Access Request Details	
Date Request Activated	Initial Response Due Date
Date Cost Estimate Issued (if applicable)	Revised Response Due Date (if applicable)

PART 3 – TIME EXTENSION REQUEST(S) PREVIOUSLY MADE TO THE APO (s.62) (if applicable)		
Total Number of Days Requested	Total Number of Days Granted (if applicable)	
Revised Response Due Date (if applicable)		
•	 ✓ All Extension Requests sent to the APO; and ✓ All Extension Request Responses received from the APO (including refused). 	

PART 4 – PREVIOUS TIME EXTENSION REQUEST TO THE OIPC (s.63) (if applicable)		
IPC File number(s)	Total Number of Days Requested	
Total Number of Days Granted	Revised Response Due Date	

PART 5 – TIME EXTENSION REQUEST TO OIPC (s.63)			
Length of Time Extension Requeste	ed (in days)	Revised Response	e Due Date (if granted)
Reason for Time Extension (se	elect all that a	pply)	
□ s.62(2)(i) Unreasonable interference with the PB's operations	s.62(2)(ii) Multi access requests b	•	s.62(2)(iii) Multiple concurrent access requests by applicant and another associated applicant
s.62(2)(iv) Requires more information from applicant to process access request	s.62(2)(v)(A) C another public bo		□ s.62(2)(v)(B) Consultation with a person, government or other entity that is likely to be adversely impacted by granting access
s.62(2)(vi) To seek views of a third party	🗖 s. 63(4) Other		·

Details:

YOUR SIGNATURE	
Signature (typing your name confirms your acceptance)	Date

Return this completed form electronically via Secure File Transfer to intake@yukonombudsman.ca.

Please do not submit this form by normal email as it is not a secure form of communication.

Any personal information collected on this form will be used and disclosed by the Office of the Information and Privacy Commissioner (OIPC) for the purpose of reviewing your request and may be used for evaluating performance of the OIPC. For information about this collection, please contact the Office of the Information and Privacy Commissioner at 3162 Third Avenue, Main Floor, Whitehorse Yukon Y1A 1G3, or 867-667-8468, toll free 1-800-661-0408 Ext 8468.

IPC Office Use

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Time Extension Decision	Date Received:	
	Time Received:	
Length of Time Extension Approved (in days)	Revised Response Due Date	

□ s.62(2)(i) □ s.62(2)(ii) □ s.62(2)(iii)	
□ s.62(2)(iv) □ s.62(2)(v)(A) □ s.62(2)(v)(B)	
□ s.62(2)(vi) □ s. 63(4) Other	
Details	
Authorized Date	