



COLLÈGE
DES MÉDECINS
DU QUÉBEC

REQUEST FOR ACCESS TO A DOCUMENT OR TO PERSONAL INFORMATION

*Act respecting access to documents held by public bodies and the protection of personal information
(L.R.Q. c. A-2.1)*

IDENTITY OF PERSON MAKING THE REQUEST

Name:	Given name:
Address:	
Postal Code:	
Telephone	Work:
Home :	
Email (optional) :	

IDENTITY OF PERSON RESPONSIBLE FOR ACCESS TO AND PROTECTION OF THE ORDER'S PERSONAL INFORMATION

Name: Dr. Isabelle Tardif	
Address: Collège des médecins du Québec 1250 René-Lévesque Blvd. West, Office 3500 Montreal, Québec, H3B 0G2	Email : accesdocument@cmq.org
Telephone: 514 933-4441, ext. 5254 or 5395 1 888 MÉDECIN (Toll-free outside of Montreal)	Fax: (514) 933-3276

IDENTITY OF DOCUMENT REQUESTED

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DESIRED CONSULTING MODE

AT THE COLLÈGE'S OFFICES <input type="checkbox"/>
COPY OF DOCUMENT TO BE SENT <input type="checkbox"/>

Signature (hand-written, mandatory)

Date



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This form, the use of which is optional, is made available to persons who wish to make a request to the Collège des médecins du Québec for access to information of an administrative or personal nature.

The information you provide in the "Identity of the Person Making the Request" section will be treated confidentially and communicated only to those persons authorized to process your request.

If you have difficulty identifying the document you are requesting, or if you wish to obtain information concerning the Act respecting access to documents held by public bodies and the protection of personal information, you may contact the person responsible for access to documents at the above-mentioned address.

Your request must be precise enough to enable the person responsible to locate the document. For example, you may mention the title of the document requested, the name of its author or its subject matter. Only written requests are likely to be reviewed by the Commission d'accès à l'information (Access to Information Commission).

Upon receiving this form or any other written request, the person responsible will send you an acknowledgment of receipt specifying the latest date on which a written reply to your request will be sent. The response deadline set by law is 20 consecutive days. In exceptional cases, the deadline may be extended by 10 days, in which case, a written extension notice will be sent to you.

There may be a charge for photocopying and transmitting documents. Our reply letter will indicate the exact amount due and will constitute our bill. However, there is no cost for consulting documents at the offices of the Collège des médecins du Québec.

The person responsible for access to information is Dr. Isabelle Tardif. For all additional information, please contact Ms. Maude Landry at 514 933-4441, ext. 5395, or Ms. Anne Sophie Marcotte at 514 933-4441, ext. 5254. The toll-free number (outside of Montreal) is 1 888 MÉDECIN.

*Collège des médecins du Québec, September 2007
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