# Request for Own Personal Information

You may use this form to access records containing your own personal information from The University of British Columbia ("**UBC**"). Please note that for security reasons, we will need to check your government issued photo ID or UBC ID before releasing personal information to you.

<table>
<tr><td colspan="2">Your name:</td></tr>
<tr><td rowspan="2">If you are a current/former UBC employee or student, please provide your UBC ID and your date of birth to facilitate our search for your records.</td><td>Your UBC ID:</td></tr>
<tr><td>Your date of birth:</td></tr>
<tr><td>Your email address:</td><td>Your telephone number:</td></tr>
<tr><td colspan="2">What records you are requesting:</td></tr>
<tr><td>Your signature:</td><td>Today's date:</td></tr>
</table>

***Instructions***: *Be specific about the type of records you are seeking (e.g. emails, spreadsheets, meeting minutes, agendas).*
*Indicate where you believe the records are held (department, faculty, business unit etc.)*
*Provide a date range for the records you are seeking.*
*Return the completed form to access.and.privacy@ubc.ca*