



## APPLICATION INSTRUCTIONS FOR PERSONNEL RECORDS OF FORMER FEDERAL PUBLIC SERVICE EMPLOYEES

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### How to send an inquiry concerning your own or another individual's records

- To identify a file, we require the surname, full given name(s), date of birth and social insurance number (SIN) or personal record identifier (PRI).
- If you do not know the date of birth, SIN, or PRI, secondary information (e.g., the names of next of kin, dates and department where employed) can assist in identifying the correct individual.
- If you are requesting your own records, your request must be signed.
- Inquiries can be submitted electronically through [LAC's online request portal](#), or can be sent by mail or by fax to:

Access to Information, Privacy and Personnel Records Section  
Library and Archives Canada  
395 Wellington Street  
Ottawa, ON. K1A 0N4  
Fax: 613-947-8456

If you are submitting your request through LAC's on line request portal, please fill out the [Proof of Identity form](#) and include with your submission.

If you are inquiring about your own records and you left the public service less than two years ago, please contact the Human Resources office in the department where you were employed.

### Access Restrictions

- Access to personal information relating to an individual who is still living requires that person's signed consent ([PDF form](#)).
- If the individual has been deceased for less than 20 years, limited information may be released to immediate family. Proof of death and relationship must be provided.
- There are no restrictions on access to information relating to an individual who has been deceased for more than 20 years. Proof of death is required.

**Proof of death:** A copy of a death certificate, newspaper obituary, funeral notice or photograph of the gravestone. Note that proof of death is not required if the individual died while still employed with the public service.

**Proof of relationship:** A document that clearly demonstrates the relationship between the individual concerned and the person requesting the record. Both names must appear on the document. A newspaper obituary, baptismal certificate or full-form birth certificate are acceptable. A wallet-sized birth certificate that does not indicate parents' names cannot be accepted. Please do not send original documents; photocopies are acceptable.

**Immediate family:** A parent, spouse, child, sibling or grandchild of the individual.



APPLICATION FOR PERSONNEL RECORDS OF FORMER  
FEDERAL PUBLIC SERVICE EMPLOYEES

**Federal Government Institution**

Library and Archives Canada

**Details of Public Servant**

Surname / Maiden Name		Given Name(s)	
Date of Birth	Department of Employment		
SIN, or PRI	Classification	Dates of Employment (Approx. years)	

I have enclosed proof of death

I have enclosed proof of relationship

**Required Information**

This is for my own service records Yes No

	Yes	No
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**Applicant Contact Information**

Surname / Maiden Name		Given Name(s)		
Address/Street	Apt#	City or Town	Province or Territory	Postal Code
Phone	Phone (Other)	Email		

Signature	Date (yyyy-mm-dd)
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**Privacy Notice:** The information you provided on this form is collected under the authority of the *Privacy Act* for the purpose of responding to this request. This information cannot be disclosed to other persons without your consent except where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the *Privacy Act*. This information collected is described in Library and Archives Canada (LAC) Personal Information Bank LAC PRN 930 (ATIP and PR Requests) detailed at [Library and Archives Canada's web site](#).