**Notice of Transfer of Request to another Public Body**

**Form 2A**

[Date]

[Applicant’s Name and Address]

Dear [Applicant’s Name]:

Re: Your request for access to information under Part II of the **Access to Information and Protection of Privacy Act, 2015** [Our File #:]

On [date], [name of public body] received your request for access to the following records:

[**Describe the records requested**].

Please be advised, however, that the above noted records [insert option 1 or 2]

**Option 1**

Were produced by or for [name of other public body].

**Option 2**

Are in the custody or under the control of [name of other public body].

Your request, therefore, was transferred to [name of other public body]on [date], under authority of section 14 of the **Access to Information and Protection of Privacy Act, 2015** (the “Act”).

This public body is required to respond to your request without delay and in any event not more than 20 business days after receiving your request, unless:

* the time for responding is extended with approval from the Office of the Information and Privacy Commissioner under section 23 of the Act; or
* the time for responding is suspended for 20 business days under subsection 26 of the Act, pending your response to a cost estimate provided by [name of other public body].

If you have any further questions, please contact me by telephone at [telephone number] or by email at [email address].

Sincerely,

[Name]

ATIPP Coordinator

cc. [ATIPP Coordinator of other public body]