

## A Claimants Experience: Getting a copy of the O.P.P Police File\*

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### **Overview:**

In order to receive a copy of an O.P.P Police File (officer notes, photographs etc.) There is a specific process to be followed. This document attempts to share how OPP police records may be obtained.

As background, the law respecting access of records, timelines in which a response should be provided, appeals of decisions respecting access requests among other provisions are set out and governed by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, how c. F.31 | ontario.ca](#)

**Note:** The process to obtain your Police File is different than the process to receive an accident report or motor vehicle collision report. This is also completed by the police but this record is held by the Ministry of Transportation. This record can be requested here : [Get a report for a vehicle collision | ontario.ca](#)

If the responding police to a collision were from a municipal police force, it is best to contact that police force. As an example, for the Toronto Police, information around accessing the file can be found here: [Freedom of Information Request- Toronto Police Service](#)

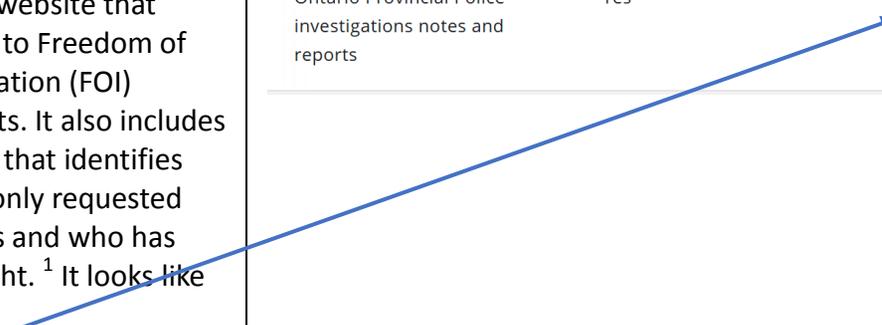
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### Step One: Who Has the Records?

- The request was not sent to the Ontario Provincial Police. (OPP). It was provided to the Ministry of the Solicitor General who has responsibility for the OPP.
- The provincial government provides a handy website that speaks to Freedom of Information (FOI) requests. It also includes a table that identifies commonly requested records and who has oversight.<sup>1</sup> It looks like this:
- In this case it is the Solicitor General.

| Records available via FOI and Commonly Requested Records   |  |  |  |
|--|--|--|--|
| Commonly Requested Records <small>⇅</small>                | FOI request required? <small>⇅</small> | Government Institutions <small>⇅</small> | Information to support your request <small>⇅</small>                   |
| Ontario Provincial Police investigations notes and reports | Yes                                    | Ministry of Solicitor General            | To help narrow the search, please provide as many details as possible. |



<sup>1</sup> [Freedom of Information request | ontario.ca](https://www.ontario.ca/freedom-of-information)

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### Step Two: Making the Request

- On the same webpage there is a link that takes you to a website to begin the process of making your specific request. It looks like this:

#### Online requests

Online requests can be submitted for many institutions by [completing the Access or Correction request form online](#).

File an online request

Don't forget to include a detailed description of the records requested and any other relevant information, such as dates, addresses and/ or file numbers.

- Next you will then be taken to a webpage that looks like this:
- The Web address for this step is [Access or Correction Request - Forms - Central Forms Repository \(CFR\)](#)

The screenshot shows the Central Forms Repository (CFR) website. The navigation bar includes 'Forms', 'Ministries', 'Categories', 'Help', and a search box. The breadcrumb trail is 'Ministries / Ministry of Public and... / Access or Correction Request'. The main heading is 'Access or Correction Request'. Below the heading, there is a 'Ministry' dropdown menu and a photo of a woman working at a computer. The text below the photo reads 'Ministry of Public and...'. To the right of the photo, there is a list of request types:

- You can submit a request if you wish to:
  - access general records held by institutions (for example, Ontario government ministries, colleges, universities, agencies, municipalities)
  - request your own personal information
  - correct your personal information
  - access another individual's personal information (with appropriate authorization or consent of the individual)

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- **From here:** you will want to scroll down to find a part of the webpage that looks like this.
- Select the Access link if you would like to do an on-line request.

### Forms, Links, and Information



English - on00089e-link - Access or Correction Request

[Access Link](#)



English - on00089e - Access or Correction Request

[Download](#)



English - on00089e\_nosubmit - FIPPA, MFIPPA - Access or Correction...

[Download](#)



French - Access or Correction Request

[Access Link](#)



French - on00089f - Access or Correction Request

[Download](#)



French - on00089f\_nosubmit - FIPPA, MFIPPA - Access or Correction...

[Download](#)

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|   |  |
|---|--|
| <p><b>Next:</b> begin completing the form for your request.</p> <p><b>Tip:</b> I selected <i>Access to general records and own personal information</i> to be broad and capture as much information as possible.</p> <p><b>Next:</b> You will be asked for your personal information including an e-mail address.</p> | <p><b>Type of Request *</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Access to general records (non-personal information)</li><li><input checked="" type="checkbox"/> Access to own personal information</li><li><input type="checkbox"/> Access to other's personal information by authorized party</li><li><input type="checkbox"/> Correction of own personal information</li></ul> <p>Name of institution request made to *</p> <p>Ministry of the Solicitor General</p> <p><b>Freedom of Information and Privacy Coordinator Contact</b></p> <p>Email Address: <a href="mailto:foi.solgen@ontario.ca">foi.solgen@ontario.ca</a> Telephone Number: 705-494-3080</p> |
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|  |   |
|--|---|
| <p><b>Next:</b> You are asked for details relating to what you are looking for, it is helpful to include as much detail as you can. It is helpful to have the accident/incident number as well as dates. Again, I was broad in my request using language such as "including but not limited to."</p> | <div data-bbox="646 347 1875 402" style="background-color: #cccccc; padding: 5px;"><b>Section C - Description of Records or Correction Requested</b></div> <p>Fields marked with an asterisk (*) are mandatory.</p> <p>Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information.</p> <p>If you are requesting access to personal information, provide the name that appears on the records.</p> <p>If you are requesting a correction of your own personal information, describe the personal information to be corrected. The Ministry of the Solicitor General will contact you with next steps in the process.</p> <p><b>Description of Records or Correction Requested *</b></p> <div data-bbox="646 722 1864 792" style="border: 1px solid #ccc; height: 43px;"></div> <p><b>Time Period of the Records *</b></p> <p>Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.</p> <p>From (yyyy/mm/dd)                      To (yyyy/mm/dd)</p> <div data-bbox="638 959 930 998" style="border: 1px solid #ccc; width: 139px; height: 24px;"></div> <div data-bbox="940 959 1236 998" style="border: 1px solid #ccc; width: 141px; height: 24px;"></div> <p><b>Method of Access *</b></p> <p>Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.</p> <p><input type="checkbox"/> Receive copy</p> <p><input type="checkbox"/> Examine original (on site only)</p> |
|--|---|

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|  |   |
|--|---|
| <p><b>Finally:</b> Once this has been submitted you will:</p> <ul style="list-style-type: none"><li>• Receive a confirmation e-mail and instructions to pay the mandatory \$ 5 dollar fee.</li></ul> |   |
| <b>Step Three: Receiving Your request</b>  |   |
|  | <p><b><u>Step Three: Receiving Your request</u></b><br/>A decision letter will be provided along with the responsive records. This letter will include information on how to appeal (if desired) to the Information and Privacy Commissioner.</p> |

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