



Annotation to Personal Information

Name of Personal Information Bank	Number of Personal Information Bank	Reference Number
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_____ requested a correction to be made to
Name of Applicant (Individual or Authorized Representative)

his/her (or to the named individual's) personal information
on

_____ Date

_____ Name of Public Body

refused the applicant's request and has made the following annotation to the record:

This annotation has been sent to the individual and to all public bodies and organizations to which the information was disclosed in the year preceding the date of the Request for Correction of Personal Information.

Authorized Official or Employee

_____ Print Name

_____ Signature

_____ Date