





## ADDITIONAL INFORMATION

**Form purpose**

*This form, the use of which is optional, is made available to persons who wish to make a request to the Collège des médecins du Québec for access to information of an administrative or personal nature.*

*Your request must be precise enough to enable the person responsible to locate the document. For example, you may mention the title of the document requested, the name of its author or its subject matter. Only written requests are likely to be reviewed by the Commission d'accès à l'information (Access to Information Commission).*

**Who can access the information provided**

*The information you provide will be treated confidentially and communicated only to those persons authorized to process your request.*

**For help**

*For additional information regarding the Act respecting access to documents held by public bodies and the protection of personal information, you may contact the person responsible for access to information, Dr. Isabelle Tardif. Contact details are in the form.*

*If you have difficulty identifying the document you are requesting, or if you wish to obtain information concerning the Act respecting access to documents held by public bodies and the protection of personal information, you may contact the person responsible for access to documents.*

**Processing times**

*Upon receiving the Request Form or any other written request, the person responsible will send you an acknowledgement of receipt, specifying the date on which you will receive a reply to your request. The waiting time for a reply, fixed by law, is 20 consecutive days. This waiting time may be extended by 10 days, if necessary.*

*Access to a document is given free of charge. However, the CMQ may charge a fee for the transcription or reproduction of a document, in which case, you will be notified beforehand of the approximate cost.*

**Version**

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