

ACCESS TO INFORMATION REQUEST FORM

Personal Access Request — Government of Alberta (Classification: Public)

BEFORE YOU FILL THIS OUT

This form goes to the Government of Alberta, not to The Alberta Disability System Breakdown. Read the submission instructions on this page, check the records templates on Page 2 if you need something other than a full AISH file, then fill out the form on Page 3.

WHERE TO SEND YOUR COMPLETED FORM (updated May 12, 2026)

As of May 12, 2026, three of the four published submission pathways for non-health ATI personal requests are working. The email channel was bouncing in early May; following a complaint filed with the Office of the Information and Privacy Commissioner of Alberta on May 8, 2026, and outreach to MLA Marie Renaud's office, the channel was restored on May 11, 2026 and is confirmed functioning. The fax pathway remains non-responsive.

WORKING PATHWAY 1 — EMAIL

SARTR.ATI-CentralIntake@gov.ab.ca

Email the completed form to the central intake address. The Government of Alberta's standard acknowledgment usually returns within a few days. The 30-business-day response clock begins when the public body receives your request.

WORKING PATHWAY 2 — ONLINE PORTAL

portal.ati.alberta.ca/citizenportal/app/application

The comprehensive ATI Citizen Portal. Handles requests to all Government of Alberta departments — including Assisted Living and Social Services (AISH, ADAP, FSCD, PDD, Income Support). Use this if you have a Verified Alberta.ca Account. The portal walks you through a 5-step intake (request, additional information, supporting documents, fees and payment, complete) and confirms submission with a Request ID.

A Verified Alberta.ca Account requires a current Alberta driver's licence or ID card, a registered phone number, and a current Alberta address. If you do not have these, use the mail or email pathways.

WORKING PATHWAY 3 — MAIL

**Access to Information Central Intake
Suite 402, 10405 Jasper Avenue
Edmonton, AB T5J 4R7**

Send by tracked or registered mail if possible. Keep a copy of your completed form and your mailing receipt. The 30-business-day response clock begins when the public body receives your request.

CURRENTLY UNAVAILABLE FAX

(780) 422-3204

Non-responsive as of May 10, 2026. Use one of the three working pathways above until this channel is confirmed restored.

WHAT NOT TO DO

Do not email this completed form to the campaign. The campaign email (albertadisabilitybreakdown@outlook.com) is for advocacy questions only. We cannot submit your file request on your behalf, and your personal AISH file information should not be sitting in a third party's inbox.

If you have questions about filling out the form (rather than submitting it), email albertadisabilitybreakdown@outlook.com without any of your personal information attached. We are happy to help with how to fill the form. We just cannot receive or submit the completed form for you.

ACCESS TO INFORMATION REQUEST FORM

Records templates — alternatives to the default AISH file request

Page 3 is pre-filled with the default AISH file request shown below. If you delete or overwrite it, the text is here to paste back. For other record types (FSCD, PDD, or a faster decision-only request), use the alternative templates and adjust the public body field on Page 3 accordingly.

DEFAULT — FULL AISH FILE (already pre-filled in form)

Public body: Assured Income for the Severely Handicapped (AISH)

Records text (paste over the default on Page 3 if you accidentally cleared it):

Complete AISH file from application date to present:

- All medical reports and assessments used in the eligibility decision
- All financial records and disclosures
- All caseworker notes and case logs
- All correspondence to and from the file (mail and email)
- Decision rationale documents and any internal review notes

ALTERNATIVE — FSCD (FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES)

Public body: Family Support for Children with Disabilities (FSCD)

Records text (paste into Page 3 records field):

Complete FSCD file from application date to present:

- All assessments and medical reports used in eligibility
- All Individual Family Service Plans (IFSPs)
- All caseworker notes and contact logs
- All correspondence to and from the file
- All funding decisions and rationale documents

ALTERNATIVE — PDD (PERSONS WITH DEVELOPMENTAL DISABILITIES)

Public body: Persons with Developmental Disabilities (PDD)

Records text (paste into Page 3 records field):

Complete PDD file from application date to present:

- All assessments used in eligibility decisions
- All Individual Support Plans (ISPs)
- All caseworker notes and case logs
- All correspondence to and from the file
- Decision rationale documents and any internal review notes

ALTERNATIVE — DECISION-ONLY REQUEST (FASTER TURNAROUND)

Public body: [Same ministry as the decision you are reviewing or appealing]

Records text (paste into Page 3 records field):

Records related to the decision dated [INSERT DATE]:

- The decision letter and any attachments sent to me
- The internal rationale and supporting notes for that decision
- Any assessments, reports, or documents relied on for that decision
- Communications between staff regarding my file in the 30 days leading up to the decision

If you are requesting records held by a public body other than the ones listed above (municipalities, school boards, police services, other ministries), use the Government of Alberta's ATI Coordinator directory at alberta.ca/lookup/find-an-ati-coordinator.aspx to identify the correct office. Email, mail, and the online portal are the three working submission methods while fax remains non-functional.

ACCESS TO INFORMATION REQUEST FORM

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The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4(c) of the Protection of Privacy Act.

ABOUT YOU

Last Name

First Name

Name of Company or Organization (if applicable)

Mailing Address

City / Town / Village

Province

Postal Code

Telephone (Daytime)

Telephone (Evening)

Email Address

ABOUT YOUR REQUEST

1. What kind of information do you want to access?

Your own personal information (no initial fee)

General information (\$25 initial fee)

2. To which public body are you making your request?

3. Do you want to:

Receive a copy of the record

Examine the record

ABOUT THE INFORMATION YOU WANT TO ACCESS

1. What records do you want to access?

2. What is the time period of the records?

Signature

Date