



400 Sheldon Drive, Unit 1
Cambridge, Ontario N1T 2H9

Phone: 1-877-ESA-SAFE (372-7233)
 RFI@electricalsafety.on.ca

Request for Record Search

This service generates a report for a specific address indicating if there are open/outstanding notifications pertaining to the address. If copies of correspondence, notes and/or specific details about any notifications (open or closed) for an address are required, please submit an Access to Information Request

ESA Account #:

Date:

Method of Payment

Charge to ESA Account

Credit Card

ESA account customer- provide the last 4 digits of the credit card saved on file _____

Cheque / Money Order

One-time / non-account customer

Attach the cheque/money order to the completed form and mail to the address noted above.

To comply with Credit Card Payment security requirements, an ESA representative will contact you during regular business hours (M-F, 7:00 AM - 4:30 PM) to process your credit card payment. Please **DO NOT** include any credit card information on this form.

*A standard fee of \$70 (including HST) will be charged.

Applicant/Requestor Information

File No: _____

Requestor Name: _____

Organization: _____

Address: _____

Unit/Suite: _____

City: _____

Prov/State: _____

Country: _____

Postal Code: _____

Phone #: _____

Fax #: _____

Email: _____

Site Address to be Searched (if different than Applicant address)

Name: _____

Civic #: _____ Street: _____

Alternate street name if #'d Regional Rd, County Rd, Hwy: _____

Ph: _____ Block: _____ Bldg: _____ Floor: _____ Unit/Ste: _____ Sub Div Lot: _____ Sub Div Part Lot: _____

City: _____ Twp/Region: _____

Intersection: _____

Comments: (eg. requisition date, closing date, etc.)

OFFICE USE ONLY

Search Request Results:

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com.