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## 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 a Request for Information application.

ESA Account #:

Date:

### Applicant/Requestor Information:

Requestor Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

Owner: \_\_\_\_\_  
 Civic #: \_\_\_\_\_ Street: \_\_\_\_\_ Sub Lot: \_\_\_\_\_ Other: \_\_\_\_\_  
 Note alternate street name if street is a #d Regional Rd, County Rd, Hwy (if appl): \_\_\_\_\_  
 City/Town/PPN \_\_\_\_\_ Twp/RM \_\_\_\_\_ Rural Lot: \_\_\_\_\_ Con: \_\_\_\_\_  
City/Town/Populated Place Name Township/Regional Municipality Name  
 File No: \_\_\_\_\_ Main Intersection: \_\_\_\_\_

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

\_\_\_\_\_

### Method of Payment:

**Check One:**              
                     ESA Account    Cheque    Credit Card    **\*The standard fee is \$67 (incl HST).**

ESA Acct # \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Name \_\_\_\_\_

### 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 necessary 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](http://www.esasafe.com).