Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario, N1T 2H9

PH: 1-877-ESA-SAFE (372-7233)
FX: 1-800-667-4278
RFI@electricalsafety.on.ca

Access to Information Request

(under ESA's Access and Privacy Code)

ESA Account #: **Date:**

Requestor Information:

File No.:

Requestor Name: Organization:

Mailing Address: Unit/Suite:

City: Prov/State: Country:

Postal Code: Phone #: Fax #:

Email Address:

Indicate if you are: ☐ Owner of property identified below ☐ Tenant of property identified below ☐ Agent of owner/tenant ☐ Other Describe:

Do you need a copy of the response and records mailed by Canada Post? ☐ **Yes** ☐ **No**

Description of Records Requested:

Specific Site Address to be Searched (if applicable):

Site/Company Name:

Civic Address: Unit/Suite:

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

City: Township:

City/Town/Postal Place Name **Township/Regional Municipality Name**

Intersection:

Time Period of Requested Records (if applicable):

From: **(dd/mm/yyyy)** **To:** **(dd/mm/yyyy)**

Method of Payment:

Check One: ☐ ESA Account ☐ Cheque/Money Order ☐ Credit Card

*A standard fee of $67 will be charged. Note: an additional Access and Privacy Review fee of $146 per hour will be applied for processing and review of certain requests. If these additional fees are applicable, you will be contacted prior to processing.

Credit Card #:

Name: Expiry Date: **(dd/mm/yyyy)**

ESA OFFICE USE ONLY:

Approval: Date:

Information submitted on this form is subject to ESA's Access and Privacy Code (the "Code"). Personal information submitted on this form is collected under ESA's Customer Privacy Policy (the "Privacy Policy") and will be used to process your request. Copies of the Code and the Privacy Policy are on ESA's website (www.esasafe.com).