

General Information and Instructions



- Information requested in this form will be used to assist the Environmental Assessment and Approvals Branch in processing requests for copies of Certificates of Approval.
- Please complete this form to the best of your ability. Complete information about the Certificate(s) of Approval you are requesting is not required. A representative of the Ministry may contact you for to clarify your request.
- Requests for a copy of a Certificate of Approval are subject to an administrative fee of \$10.00 per copy. Please note that an additional \$60.00 offsite retrieval fee will apply to any request where one or more Certificate of Approval must be retrieved from the Ministry repository. Retrieval fees are calculated on a per request basis and are subject to change.
- Payment can be made by Visa, MasterCard, American Express or certified cheque or money order in Canadian Funds. All payments should be made payable to the **Ontario Minister of Finance**.
- Please forward the completed form, with appropriate payment, to:

Information Unit

Environmental Assessment & Approvals Branch
2 St. Clair Avenue West, Floor 12A
Toronto, ON., M4V 1L5
Phone: 1-800-461-6290 (locally: 416-314-8001)
Fax: 416-314-8452

Return Address – This is the address that the Certificate(s) of Approval will be mailed to

First Name			Middle Initial	Last Name	
Apartment/Suite Number		Address (street number & name, rural route, general delivery or PO Box)			
City		Province/State		Country	
Postal Code/Zip Code		Telephone Number (including area code & extension)		Fax Number (optional)	

Certificate of Approval Information

Certificate of Approval Number	Year Issued	Site Address & Municipality	Company Name (include historical where possible)

If you do not know the Certificate of Approval number or would like to know what certificates have been issued to a specific company or location, please contact the Environmental Assessment and Approvals Branch at 1-800-461-6290 (locally at 416-314-8001) or by email at EAABGen@ene.gov.on.ca.

Please attach a separate list if more space is required

Payment Information – If Paying by Credit Card

I the undersigned understand that,

1. There is a charge of \$10.00 per copy for each Certificate of Approval requested;
2. A \$60.00 offsite retrieval fee will apply to any request for which Certificates must be retrieved from the Ministry repository.
3. I am authorizing the Ministry of the Environment to charge my credit card up to a maximum of:

\$70.00*

\$150.00*

Other amount (specify): \$ _____ *

OR

Please contact me once the final fee amount has been determined (prior to processing).

*Note:

Your credit card will be charged only for an amount equal to the fees associated with this request. You will be contacted by a representative from the Ministry if these fees exceed the amount authorized above. Your request may be delayed or returned to you if the Ministry is unable to contact you by phone.

Method of Payment

VISA MasterCard American Express

Credit Card Information

Name on Card (<i>please print</i>)	Credit Card Number	Expiry Date (mm/yy)
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Cardholder Signature	Date (dd/mm/yyyy)
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Payment Information – If Paying by Certified Cheque or Money Order

Note:

You must contact the Ministry of the Environment at 1-800-461-6290 for a fee estimate prior to submitting your request if paying by certified cheque or money order.

Date Ministry Contacted (dd/mm/yyyy)	Fee Quoted*	Method of Payment	
		Certified Cheque	Money Order

Details:

Signature of Requestor	Date (dd/mm/yyyy)
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FOR INTERNAL USE ONLY

Amount Billed \$	Number of Onsite Certificates of Approval	Number of Offsite Certificates of Approval
Processed By		Date