

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.
- Requests for a copy of a Certificate of Approval are subject to an administrative fee of \$10.00 per copy. Please note that a \$60.00 offsite retrieval fee will apply to any Certificate that must be retrieved from the Ministry archives.
- Payment can be made by Visa, MasterCard, American Express, certified cheque or money order, in Canadian Funds, 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

1. 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)

2. Certificate of Approval Information – Provide the number(s) of the Certificate(s) of Approval that you would like a copy of. Please attach a separate list if more space is required.

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.

4. Payment Information

# of Certificates requested	X \$10.00 per Certificate =	(total payable)
Method of Payment		
VISA	MasterCard	American Express
Certified Cheque	Money Order	
Credit Card Information (if paying by credit card)		
Name on Card (please print)	Credit Card Number	Expiry Date (mm/yy)
Cardholder Signature	Date (yyyy/mm/dd)	