



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:

Method of Payment:

Charge to ESA Account

Credit Card

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

Cheque / Money Order

One-time / non-account customer - submit the completed application and an ESA representative will call to process the credit card payment.

*A standard fee of \$67 (including HST) 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.

Requestor Information:

File No.: _____

Requestor Name: _____ Organization: _____

Mailing Address: _____ Unit/Suite: _____

City: _____ Prov/State: _____ Country: _____

Postal Code: _____ Phone #: _____ Fax #: _____

Email Address: _____

Please Indicate if you are:

Owner of property identified

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 #: _____ Street: _____

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

Phase: _____ Block: _____ Bldg: _____ Floor: _____ Unit/Suite: _____ Sub Div Lot: _____ Sub Div Part Lot: _____

City/Town: _____ Twp/Region: _____

Intersection: _____

Time Period of Requested Records (if applicable):

From: _____ To: _____

(dd/mm/yyyy)

(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).