



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 credit card saved on file _____

Cheque / Money Order

Attach the cheque/money order to the completed form and mail to the address noted above.

One-time / non-account customer

To comply with Credit Card Payment security requirements, an ESA representative will contact you during regular business hours (M-F, 7:00 AM - 4:30 PM) to process your credit card payment. Please **DO NOT** include any credit card information on this form.

*A standard fee of \$73 (including HST) will be charged.

Note: an additional Access and Privacy Review fee of \$159 per hour plus HST 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: _____

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):

As the requestor, indicate if you are:
 Owner of property identified below
 Tenant of property identified below
 Agent of the owner or tenant
 Other Describe: _____

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).