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Request for Record Search

This service generates a report for a specific address indicating if there are open/outstanding notifications pertaining to the address. If copies of correspondence, notes and/or specific details about any notifications (open or closed) for an address are required, please submit an Access to Information Request.

ESA Account #:

Date:

Method of Payment	
<input type="checkbox"/> Charge to ESA Account <input type="checkbox"/> Cheque / Money Order Attach the cheque/money order to the completed form and mail to the address noted above.	Credit Card <input type="checkbox"/> ESA account customer- provide the last 4 digits of the credit card saved on file _____ 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.

Applicant/Requestor Information	File No: _____
Requestor Name: _____ Organization: _____	
Address: _____ Unit/Suite: _____	
City: _____ Prov/State: _____ Country: _____	
Postal Code: _____ Phone #: _____ Fax #: _____	
Email: _____	

Site Address to be Searched (if different than Applicant address)
Name: _____
Civic #: _____ Street: _____
Alternate street name if #'d Regional Rd, County Rd, Hwy: _____
Ph: _____ Block: _____ Bldg: _____ Floor: _____ Unit/Ste: _____ Sub Div Lot: _____ Sub Div Part Lot: _____
City: _____ Twp/Region: _____
Intersection: _____

Comments: (eg. requisition date, closing date, etc.)

OFFICE USE ONLY
Search Request Results:

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com.