

FILE SEARCH REQUEST

Environmental Health Services
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Northeastern
PUBLIC HEALTH
SANTÉ PUBLIQUE
du Nord-Est

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Health Unit file number: _____ Date received: |^{YEAR} |^{MONTH} |^{DAY} Receipt #: _____

The health unit requires 15 working days to complete a file search. This form is to be accompanied by a \$225.00 fee payable to Northeastern Public Health (subject to change without notification). Note: If the information requested below is NOT COMPLETE or is INCORRECT, this application CANNOT be processed.

Please print clearly

Request from: _____

Mailing address: _____ City/Province: _____ Postal code: _____

Telephone: _____ Type: home mobile work other (specify): _____

Fax: _____ Email address: _____

Residential Commercial (Name and type of commercial property): _____

Legal description

Municipality: _____ Township: _____ Lot: _____ Conc.: _____

Parcel(s): _____ Plan No(s): _____ Sublot(s): _____

PIN: _____ Other: _____

House number: _____ Street/Road: _____ City: _____

Registered owner(s): _____

Additional information (previous owner(s), year of construction, years of ownership):

I hereby certify that the information contained in this application is correct to the best of my knowledge.

Signature: _____ **Date:** |^{YEAR} |^{MONTH} |^{DAY}

Authorization

Authorization is required when this request is made by a person who is not the registered owner. I, the owner, hereby authorize Northeastern Public Health to release any information or photocopies of documents for the above-noted property in the possession of Northeastern Public Health to the said agent.

Name of authorized agent: _____

Owner(s) name (print clearly): _____

Owner(s) signature required: _____ **Date:** |^{YEAR} |^{MONTH} |^{DAY}

File search request results – Northeastern Public Health office use only

On |YEAR| |MONTH| |DAY| a file search of office records was conducted involving:

- a 2-year search on general files under the *Health Protection and Promotion Act*.
- a 5-year search on Ontario Tobacco and Electronic Cigarette Enforcement Activities.
- a search of *Ontario Building Code/Environmental Protection Act* files for private sewage disposal systems with a daily sewage flow of up to 10,000 litres.

Our records indicate that:

- there were some there are no outstanding orders under the *Health Protection & Promotion Act*.
- there were some there are no charges under the *Smoke-Free Ontario Act*.
- there were some there are no records on file for the private sewage disposal system.
- there were some there are no records under *Small Drinking Water System Regulations*.
- No records found Refer to attached file(s) Refer to comments below

Comments:

This information is provided without prejudice. We have attempted to be as accurate as possible in providing the above information but can assume no liability for its correctness. Other government agencies may have additional information on this property, i.e., Ministry of the Environment, Conservation and Parks for water quality and sewage systems with a design capacity of greater than 10,000 litres per day. Northeastern Public Health shall not be prevented from taking any required action if information is forthcoming that health hazards exist.

Authorized signature, Environmental Health

Date: |YEAR| |MONTH| |DAY|

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: Health Protection and Promotion Act, R.S. O. 1990; Smoke-Free Ontario Act, S. O. 2017; Skin Cancer Prevention Act, 2013, S. O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S. O. 2002; Ontario Building Code Act, 1992, S. O. 1992; Funeral, Burial and Cremation Services Act, 2002, S. O. 2002; Environmental Protection Act, R.S.O.1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S. O. 1990 and the Personal Health Information Protection Act, 2004, S. O. 2004. Questions about this collection should be directed to the Program Manager at Northeastern Public Health, Timmins office, 1-877-442-1212, ext. 4118.