

FILE SEARCH REQUEST



**Public Health
Santé publique**
SUDBURY & DISTRICTS

Health Protection Division
1300 Paris Street, Sudbury, ON P3E 3A3
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This document is not accessible, for an accessible version please contact Public Health Sudbury & Districts by emailing health_protection@phsd.ca or by calling 705.522.9200, ext. 398 (toll-free at 1.866.522.9200).

☐ Cash ☐ Debit ☐ Cheque ☐ Visa ☐ MC

Public Health file number: _____ -LR: _____ Date received: _____ Receipt #: _____

Public Health Sudbury & Districts requires 20 working days to complete a file search. This form is to be accompanied by a \$400.00 fee payable to Public Health Sudbury & Districts.

Please print clearly

Applicant legal name: _____ Pronouns: _____

Chosen name (if different from legal name): _____

Address: _____ City/Province: _____

Postal code: _____ Phone: _____ Fax: _____

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): _____

Previous owner(s):

1. _____

2. _____

3. _____

4. _____

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

Applicant's signature: _____ Date: _____

Authorization

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

Name of authorized agent: _____

Owner(s) name (print clearly): _____

Owner(s) signature required: _____ Date: _____

File search request results: Public Health Sudbury & Districts office use only

On _____ a file search of office records was conducted involving:

- ☐ A) 2 year search on general files under the *Health Protection & Promotion Act*
- ☐ B) 5 year search on *Smoke-Free Ontario Act* enforcement activities
- ☐ C) 1997 forward search of *Ontario Building Code* files for private sewage disposal systems with a daily sewage flow of up to 10,000 litres
- ☐ D) 1974–1997 search of *Environmental Protection Act* files for private sewage disposal systems

Our records indicate that:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> There were some | <input type="checkbox"/> There are no | Outstanding orders under the <i>Health Protection & Promotion Act</i> . |
| <input type="checkbox"/> There were some | <input type="checkbox"/> There are no | Charges under the <i>Smoke-Free Ontario Act</i> . |
| <input type="checkbox"/> There were some | <input type="checkbox"/> There are no | Records on file for the private sewage disposal system. |
| <input type="checkbox"/> There were some | <input type="checkbox"/> There are no | Records under <i>Small Drinking Water System Regulations</i> . |

Is this premises a Small Drinking Water System Premises? ☐ Yes ☐ No

Is a Small Drinking Water System Directive issued under *Ontario Regulation 319/08*–Small Drinking Water Systems? ☐ Yes ☐ No

Comment(s):

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, example: The 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. Public Health Sudbury & Districts shall not be prevented from taking any required action if information is forthcoming that health hazards exist.

Authorized signature, Health Protection Division

Date (YYYY-MM-DD)

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 Public Health Sudbury & Districts, 1300 Paris Street, Sudbury, ON P3E 3A3, 705.522.9200, ext. 398.

R: 12/2025