



## Certified Decision Request Form

### Instructions:

- Complete one Form for each Decision you are requesting.
- A fee of \$20 is required for each copy of a Decision you are requesting.
- The fee can be paid by certified cheque or money order, in Canadian funds, payable to the Minister of Finance.
- Do not send cash. You may only pay by cash in person.

Date stamp – Received by OMB

### Part 1: Decision Information

Case and/or File Number

Decision Number

Issue Date

Address and/or Legal Description of Property on Decision

Municipality

Region

### Part 2: Requestor Information

First Name: Last Name:

Company Name or Association Name (if Applicable)

Daytime Telephone #: Alternate Telephone #:

Mailing Address:

Street Address

Apt/Suite/Unit #

City/Town

Province

Country (if not Canada)

Postal Code

Signature of Requestor: Date:

### Part 3: Required Fee

Fee = \$20 X Copies = Total Fee Submitted \$

Fee Paid by: (Circle One) Certified Cheque Money Order Cash in Person

### Special Instructions:

### OFFICE USE ONLY

Request Received by: Day Month Year

Fee Received: Date Mailed: Processed By: