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## Notice – Searching the Public Record

Effective Date: This Notice is to be effective the date that subsection 40 (1) and sections 58, 85, 104 and 127 of Schedule 6, section 73 of Schedule 7 and section 56 of Schedule 8 to the Cutting Unnecessary Red Tape Act, 2017, comes into force.

1. How to Search the Public Record Online
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5. How to Search the Public Record by Mail

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In accordance with the requirements set out in this Notice, a person may, upon payment of the required fee, search the records maintained by the Ministry of Government and Consumer Services (the Ministry) and obtain copies of any document required to be filed under the business statutes listed below with the Director, Registrar or Minister. This Notice – Searching the Public Record sets out approved search methods; it is made by the Director and Registrar under the Alternative Filing Methods for Business Act, 2020 (the AFMBA) and under the following business statutes (the business statutes):

1. Business Corporations Act
2. Business Names Act
3. Co-operative Corporations Act
4. Corporations Act
5. Corporations Information Act
6. Extra-Provincial Corporations Act
7. Limited Partnerships Act
8. Not-for-Profit Corporations Act, 2010

### 1. How to Search the Public Record Online

You can search the Ministry's records maintained under the business statutes:

1. Directly with the Ministry through ServiceOntario at our website [www.ontario.ca/businessregistry](http://www.ontario.ca/businessregistry)

A ServiceOntario online account is not required to conduct a search. However, searches may be conducted using a valid and up-to-date ServiceOntario [online account](#). Note that searches conducted without a ServiceOntario online account may be redirected to private sector service providers.

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2. Through private sector service providers under contract with the Ministry. The service providers may charge an additional fee. To search through a service provider visit:

- [ecore by Dye & Durham Corporation](#)
- [ESC Corporate Services Ltd.](#)

Note: Searches cannot be conducted online for Certificates of Status under the Co-operative Corporations Act or for archived or “T/C” or “R/C” documents; see below – Certificates of Status under the Co-operative Corporations Act, and Searches for Archived Documents or Documents Marked “TC” or RC”.

## 2. Required Information

**To prepare to search online, have the following information ready:**

1. **Contact Information** Name, email address
2. **Search Information** Accurate spelling of the name of the corporation, business, company, limited partnership or the corporation’s operating name
3. **Additional Search Information** Ontario Corporation Number (OCN) or Business Identification Number (BIN), if applicable
4. **Search Product** The name of the search product being requested, if applicable
5. **Fee** A valid credit or debit card ready to pay the fee, if applicable

## 3. Documents Issued by the Ministry

**When the search is completed, you will receive your documents by email:**

1. Search product
2. Payment receipt

## 4. General Information

### **Certificates of Status under the Co-operative Corporations Act**

A search request for a Certificate of Status for co-operative corporations under the Co-operative Corporations Act must be submitted by mail (see below – Searching the Public Record by Mail).

### **Searches for Archived Documents or Documents Marked “TC” or “RC”**

Searches for archived documents, including records under the Business Names Act or Limited Partnerships Act which have been expired for more than 20 years, may be stored with the Archives of Ontario. Contact ServiceOntario for assistance; see below – Contact Information.

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Searches for documents marked “TC” (Transferred Corporation) or “RC” (Removed Corporation) must be submitted by mail (see below – Searching the Public Record by Mail).

## Contact Information

If you have questions, you may contact ServiceOntario:

ServiceOntario Contact Centre Toronto: 416-314-8880

Toll-free: 1-800-361-3223

(TTY): 416-325-3408

Toll-free teletypewriter (TTY): 1-800-268-7095

## 5. Searching the Public Record by Mail

To complete your search request by mail, go online and download the applicable form.

You must complete this form on a computer, print it, and mail it to the Ministry at the address below with your payment. You must provide:

1. **Contact Information** Name, email address, and telephone number
2. **Search Information** Accurate spelling of the name of the corporation, business, company, limited partnership or the corporation’s operating name
3. **Additional Search Information** Ontario Corporation Number (OCN) or Business Identification Number (BIN), if applicable
4. **Search Product** The name of the search product being requested, if applicable
5. **Fee** Make cheque payable to the Minister of Finance. There will be a service charge payable for any cheques returned as non-negotiable.

If you are searching for a business located in a specific area, please indicate the city/town in a cover letter. This will enable staff to provide the appropriate report if the search shows more than one business under the name searched. If a search request is mailed in with a business name registration form, you must include separate cheques for the registration and search fees.

Note: If you request a Certificate of No Match, but in fact the name appears in the records maintained by the Ministry, you will be provided with a profile report. When the search request is completed, you will receive your documents by email (see above – Documents Issued by the Ministry).

## Mailing Address

Ministry of Government and Consumer Services  
Central Production and Verification Services Branch  
393 University Avenue, Suite 200  
Toronto, Ontario M5G 2M2

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See Notice - Filing Methods and Requirements for additional information on requesting a search.

Note: This Notice is to be subject to change or revocation by further notice. This Notice is to be made pursuant to:

Alternative Filing Methods for Business Act, 2020: s. 3, 7

Business Corporations Act: s. 271.2

Business Names Act: s. 10.4

Co-operative Corporations Act: s.185.2

Corporations Act: s. 326.3

Corporations Information Act: s. 21.4

Extra-Provincial Corporations Act: s. 24.4

Limited Partnerships Act: s. 36

Not-for-Profit Corporations Act, 2010: s. 210.2