

Notice – Searching the Public Record

Effective Date: This Notice is effective on October 19, 2021.

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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 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

Basic Search

You can search the Ministry's records maintained under the business statutes directly through ServiceOntario at our website www.ontario.ca/businessregistry or through an authorized service provider listed below. There is no fee to search for basic information.

Search Products for Corporations

If you have an Ontario Business Registry profile you can use the "Search Products" drop-down list in your corporation's profile to order a search product. Otherwise, for any other corporation, searchers of the Registry have the choice of ordering the search product from one of the authorized service providers:

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

Search Products for Other Entities

To order a search product for an entity that is not a corporation (e.g. sole proprietorship, partnership), you can order any search product through the Ontario Business Registry using the “Search Products” drop-down list in the entity’s profile, or you may choose one of the authorized service providers.

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; there is no statutory fee for a basic search

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.

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, if applicable. There will be a service charge payable for any cheques returned as non-negotiable. There is no statutory fee for a basic search.

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.

When the search request is completed, you will receive your documents by email (see above – Documents Issued by the Ministry).

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.

Mailing Address

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

See [Notice - Filing Methods and Requirements](#) for additional information on requesting a search.

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

Approved:

Director and Registrar
Business Statutes

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