

Notice – Searching the Public Record

Effective Date: This Notice is effective on February 1, 2025.

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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 Public and Business Service Delivery and Procurement (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 conduct a basic search of the Ministry's records maintained under the business statutes directly through ServiceOntario at our website www.ontario.ca/businessregistry. There is no fee for a basic search.

Search Products

You can order search products:

- 1) Directly from the Ministry through ServiceOntario at our website www.ontario.ca/businessregistry. After arriving at an entity's profile through a basic search of the Ministry's records, select the "Request Search Products" option for that entity.

OR

- 2) Through an intermediary acting on your behalf. Intermediaries charge an additional fee. For more information, visit www.ontario.ca/PartnerPortal.

Note: Searches cannot be conducted online for archived or “T/C” or “R/C” documents; see below – Searches for Archived Documents or Documents Marked “TC” or RC”.

2. Required Information

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

1. **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 product order is completed, you will receive your documents by email:

1. Search product
2. Payment receipt

4. General Information

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. **Requestor 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

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 Public and Business Service Delivery and Procurement
Business Registry 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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