

## Before You Begin

Please consider applying online at [Ontario.ca/BusinessRegistry](https://Ontario.ca/BusinessRegistry) because it is better, easier and faster. Benefits of applying online include: a faster response, getting immediate notice that your request is received, ability to use a debit or credit card and being able to check the progress of your request online.

If you prefer to complete this form, you must complete it on a computer. The form is dynamic – it changes depending on how you answer questions. You can save the form but can't print it until you complete all mandatory fields – they are marked with an asterisk (\*).

You can use this form to request for the following:

### Profile Report

This report displays information on the public record for the subject corporation or entity.

For corporations, it will list information such as the registered or head office address, officers and directors and registered business names, if any, documents filed since June 27, 1992 and some historical information as of a specific date, etc.

For unincorporated entities, it will list information on the public record such as registrant information, any business names registered to the entity, and information about renewals and cancellations, etc.

### Document Copies

These are copies of specific document/filings of a corporation or entity.

### Certificate of Status

This is certification by the Ministry of Public and Business Service Delivery of the current status (active or inactive) of the corporation.

### Certificate of No Match

This is a certification that no registration, declaration or certificate of incorporation, amalgamation, or continuance or letters patent has been endorsed or issued under legislation administered by the Ministry of Public and Business Service Delivery for the corporation.

### TC/RC Files

These are paper files that are stored off-site for inactive Transferred Corporations/Removed Corporations (TC/RC).

For detailed information about this application, please see the [applicable Notice](#) first.

## Information You Need

Before completing this form, please make sure that you have the following information ready.

1. Requestor information (full name, telephone number and email address).
2. Name of the report, document or certificate being requested.
3. Corporation or entity name and the Ontario Corporation Number (OCN) or Business Identification Number (BIN), as applicable, of the corporation or entity to which the report, document or certificate applies.
4. Date(s) of the report, as applicable.
5. Applicable fee as stated below. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques. Applicable fee for:
  - Profile Report is \$8.00.

- Document Copies is \$3.00, except for a document copy under the Limited Partnerships Act the fee is \$8.00, per document.
- Certificate of Status is \$26.00.
- For a corporation under the *Co-operative Corporations Act*, the fee for a Certificate of Status is \$25.00.
- Certificate of No Match is \$26.00.
- TC/RC files \$25.00.

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## Completing the Form

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### Requestor information

Please enter the full name, telephone number and email address of the person requesting the report or product. This will not be shown on the public record. The ministry will contact this person for any questions related to this request. Documents related to this request will be sent to this person's email address.

### Search Products

Please select the report(s), document(s) or certificate(s) you wish to order from the list by checking the box beside it. Please select at least one.

Also indicate if you are ordering for a single corporation or entity. If you check this box, the corporation or entity name and the OCN or BIN will be pre-populated on the reports or products that you selected.

### Profile Report

Enter the corporation or entity name and the OCN or BIN, as applicable, of the corporation or entity. If you are requesting the latest profile report, leave the "Report Date" blank. By leaving this field blank, the profile report issued will provide current information as of the date the report was issued.

If you are requesting a profile report for a specific date, enter the date in the "Report Date" field. By entering a date, the report issued will provide information up to and including the requested date.

You may request more than one profile report for a corporation or entity by clicking "Add Document" and providing the report date. You may request a Profile Report for another corporation or entity by clicking "Add Corporation/Entity".

### Document Copy/Copies

Enter the corporation or entity name and OCN or BIN, as applicable. Enter the name and effective date of the required document.

If you do not know the names or dates of the document you wish to obtain, you must order a Profile Report prior to submitting a request for document copies.

You may request multiple documents for the corporation or entity by clicking "Add Document." You may request document copies for another corporation or entity by clicking "Add Corporation/Entity".

### Certificate of Status

Enter the name and OCN of the corporation.

You may request for a Certificate of Status for another corporation by clicking "Add Corporation".

### Certificate of No Match

Enter the name of the corporation or entity.

You may request for a Certificate of No Match for another corporation or entity by clicking "Add Corporation/Entity".

### TC/RC Files

Enter the name of the corporation and OCN, if any.

You may request for TC/RC files for another corporation by clicking "Add Corporation".

## Summary

The total number of reports or products requested will show in the table under this section. Please check that you ordered the correct number of reports.

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## Submitting the Form

Once you have completed the form, print it, and mail it to the ministry at the address below with your exact payment.

Ministry of Public and Business Service Delivery  
Business Registry Services Branch  
393 University Avenue, Suite 200  
Toronto, Ontario M5G 2M2

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## Returned Request Form

If your request is missing the required payment or email addresses, it will not be processed and will be returned to you by regular mail. You may resubmit by regular mail in this case.

However, if the form is missing **any other** required information it will be returned electronically for correction to the email address provided on the form. To resubmit your request form, you will be provided with a link to the electronic business registration system, where you must complete the transaction electronically.

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## Successful Search

After the ministry has processed your request, you will receive the requested documents by email.

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## Questions

After reading these detailed instructions and the applicable Notice, if you still have questions, visit [Ontario.ca/BusinessRegistry](https://Ontario.ca/BusinessRegistry) or contact us by [email](#). Alternatively, you may call ServiceOntario at:

- Telephone: 416-314-8880 or Toll-free: 1-800-361-3223
- TTY: 416-325-3408 or Toll-free TTY: 1-800-268-7095