



## Obtaining Official Copies of Crown Land Documents

NAME: \_\_\_\_\_  
(Requestor's name)

ADDRESS: \_\_\_\_\_  
(Requestor's mailing address)

\_\_\_\_\_

TELEPHONE No: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### **Information Required**

When requesting an official copy of a Crown land document, the following information is required: type of document (i.e. Patent, Lease, Easement, Licence of Occupation); the legal description of the property (including the Geographic Township name, Lot and Concession) **at the time the Crown land document was issued**; and the type of copy (Regular or Certified). Through the years, many adjoining Geographic Townships have amalgamated into one larger municipal organization. Crown land documents are issued based on the original Geographic Township name rather than the current name of the municipality.

Please indicate the type of document you require by checking the appropriate box:

- Patent       Lease       Easement       Licence of Occupation

### **Property Information**

Lot(s)	Concession(s)	Original Geographic Township Name

**Mailing Information**

Please fax, e-mail or mail requests to:

Ministry of Natural Resources  
Crown Land Registry  
P.O. Box 7000, 300 Water Street  
Peterborough, Ontario K9J 8M5  
Telephone Number: (705) 755-2193  
Fax Number: (705) 755-2181  
E-mail: [crownlandregistry@ontario.ca](mailto:crownlandregistry@ontario.ca)

**Payment Information**

Photocopy (Up to 3 pages): **\$32.00**  
Certified Photocopy (Up to 3 pages): **\$50.00**  
Per page over 3 pages: **\$ 4.00 for each additional page**

**Please do not submit payment with request.** You will be notified of the amount owing at the time your request is processed. Payment can be made by VISA, MasterCard, American Express, Cheque or Money order payable to the **“Minister of Finance”**.

Please indicate the type of copy you require by checking the appropriate box:

Regular Copy  Certified Copy \*

\* In order to register a Crown Patent that was not previously registered, a certified copy is required. The Land Registrar will not accept an uncertified copy for registration.

---

**FOR OFFICE USE ONLY**

INVOICE NO: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

LEASE NO: \_\_\_\_\_

AUTHORIZATION NO: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_