

Information Request Form

Please complete as much information as possible to allow us to serve you

NOTE: We cannot accept credit card payment information via e-mail or fax

Date:

Client Type:	<input type="checkbox"/> Business	<input type="checkbox"/> Government Department	<input type="checkbox"/> General Public
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Reason for Request:	<input type="checkbox"/> Parcel Migration	<input type="checkbox"/> Genealogy	<input type="checkbox"/> Land Survey
	<input type="checkbox"/> Legal Action	<input type="checkbox"/> Private Land Dispute	
	<input type="checkbox"/> Sale of Land	<input type="checkbox"/> Publication Research	
	<input type="checkbox"/> Historical Research	<input type="checkbox"/> Academic Research	

Name/Company/Department:					
Address:					
Phone:		Fax:		E-mail:	
Index Sheet(s):		PID(s):		Grantee Name(s):	

Method of Request:	<input type="checkbox"/> In Person	<input type="checkbox"/> Regular Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Phone
Method of Delivery:	<input type="checkbox"/> Pick up	<input type="checkbox"/> Regular Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Interdepartmental

Requested Information (please use specific document number if available, i.e. grant number.):



Crown Land Information Management Centre

P.O. Box 698, 1701 Hollis Street, Halifax, Nova Scotia, B3J 2T9
 Fax: (902) 424-7068 E-mail: crownland@novascotia.ca
 Phone: (902) 424-3171

Estimated Processing Times

Business Transaction Requests: 3 business days
Government Department/Agency Requests: 10 business days
Other Requests: 60 business days

Document and Service Fees

Service fee:	\$37.39/hr	Copy of other documents per page:	\$1.26
Copy of grant:	\$7.48	Certificate with seal:	\$7.48
Copy of plan:	\$7.48 (min charge) plus \$1.26 sq. ft. for larger plans		

***Plus applicable sales taxes**
****In Adherence to the Payment Card Industry (PCI) Data Security Standard, Province of Nova Scotia strictly prohibits the transmission of unencrypted cardholder information via e-mail, FTP, or any other means.** If you need to communicate payment card information with the sender of this message please contact them via phone to arrange a secure method of card data transmission. Email correspondence or attachments containing payment card information will not be delivered to the recipient as intended due to network security restrictions.

Terms of Use

The Department of Natural Resources is committed to protecting the privacy of people whose personal information is held by the Nova Scotia Government through responsible information management practices under the authority of the Freedom of Information and Protection of Privacy Act. Personal information is retained in accordance with approved Nova Scotia Government standards for retention under the authority of the Nova Scotia Government Records Act. The personal information collected is limited to that required to carry out the request and is used only to the extent necessary.

Acceptance of Agreement:
 By signing below or submitting by e-mail you acknowledge that you have read and agreed to the terms outlined and understand that your acceptance is required to process your request:

Name: _____ **Signature:** _____ **Date:** _____

Internal Use Only

Request ID #	<input type="checkbox"/> Research Required	Research Tracking Number:	
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