

Application Process for Requesting Information through the Environmental Registry [ER]

1. A **mandatory \$23.87** application fee per civic address must accompany each application
 - cheque or money order may be made payable to the *Minister of Finance*
 - if multiple addresses are being requested, one cheque for the total amount will be accepted
 - if hand-delivering an application and paying cash, please provide exact change if possible
2. Requests for access to information through the Environmental Registry must be made in writing, clearly indicating the civic address to be searched; the postal code is not required, but please include the county
 - unfortunately, we are unable to do searches on PID #'s
 - if requesting well and/or on-site sewage information, please include previous owners' names and year of installation, if known, as well as lot number and subdivision name, if applicable
3. Searches for information through the Environmental Registry will be limited to those records listed in Section 10 of the *Environment Act*
 - if you have reason to believe there is (or was) contamination on the property, or any other environmental issue, we recommend that you request the information under the *NS Freedom of Information & Protection of Privacy [FOIPOP] Act* instead of making an ER request
 - if you are making a FOIPOP request on a property, there is no need to make a concurrent ER application; please note on the FOIPOP application that you would like to include ER records in the FOIPOP search
4. Completed forms, plus application fee, may be forwarded by mail to:
 - Environmental Registry Coordinator
 - NS Environment
 - PO Box 442
 - Halifax, Nova Scotia
 - Canada B3J 2P8

Completed forms, plus application fee, may also be delivered to:
Environmental Registry Coordinator
NS Environment
5th floor, 5151 Terminal Road
Halifax, Nova Scotia

Please note we are unable to accept ER applications via fax or e-mail.

5. Further information regarding access to information through the Environmental Registry, FOIPOP, or the Department's Routine Disclosure Policy may be found on our website www.gov.ns.ca/nse/dept/info.asp
6. Questions may be directed to:
 - phone: (902) 424-2549
 - fax: (902) 424-6925
 - e-mail: ENVaccess@gov.ns.ca