

1. Mandatory Application Fee

A mandatory application fee of **\$24.35** per civic address must accompany each application. We accept cash, cheque or money order. If paying by cheque or money order please make it payable to the **Minister of Finance**.

If multiple address 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.

This is a non-refundable fee for processing your search request.

2. What types of records will I receive through the Environmental Registry?

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.

3. The more information the better we can search

Please provide us with as much information that you can locate with respect to the property you would like searched. Name(s) of current and past owners, PID number, lot number, old civic address (if it has changed), name of installer and year of installation (for PST or On-site requests).

We do our best to locate all relevant records but can only conduct a search based on the information provided by you. The more information you can provide the better search we can conduct.

4. Are there time limits for certain records?

Certain Environmental Registry records are kept for a limited period of time. In particular On-site Sewage Disposal records are kept for a total of 15 years. After 15 years these records are destroyed in keeping with NS Environments records policy.

You may still choose to submit an Environmental Registry request for this type of record, keeping in mind we most likely do not have any on-site sewage records if the property is over 15 years old.

5. How long will it take to process my request

It typically takes ten business days to process an Environmental Registry application. This may vary depending on the number of requests being processed at the time of your request. We try to provide a response as soon as possible. Please ensure we have as much information about the property you are searching as this helps with the search process.

6. Where can I get information about a well

Well log information can be obtained from the NS Environment's website free of charge.

<http://www.gov.ns.ca/nse/welldatabase/wellsearch.asp>

7. Where can I get more information on the Environmental Registry and FOIPOP?

Further information regarding access to information through the Environmental Registry, FOIPOP, or the Department's Routine Disclosure Policy may be found on our website:

<http://www.gov.ns.ca/nse/dept/info.asp>

Environmental Registry: <http://www.gov.ns.ca/nse/dept/envregistry.asp>

FOIPOP: <http://www.gov.ns.ca/nse/dept/foipop.asp>

Routine Disclosure: <http://www.gov.ns.ca/nse/dept/routinedisclosure.asp>

Questions may be directed to:

Phone: (902) 424-2549

Email: ENVaccess@gov.ns.ca