

**Form 3****Information change form****ServiceOntario**

Re: Authorization to submit documents for registration in the Electronic Land Registration System

All forms relating to the authorization to submit documents for registration in the electronic land registration system, including the Electronic Land Registration Agreement and the Application Guide, can be found [here](#).

<b>Teraview Account Holder:</b> (as registered with Teranet)			
<b>Teraview Account #:</b>		<b>Expiration date of original authorization:</b>	
<b>Phone Number:</b>		<b>Email:</b>	

**This form is being submitted to advise the ministry of a change in the following information:**

(Check all that apply and insert details below)

<b>Teraview Account Holder name</b> <i>NOTE: if this change is substantial, ie. resulting from a change in legal entity, a new Application for Authorization / Electronic Land Registration Agreement and supporting documentation are required. Example: Smith &amp; Brown Law Office becomes Smith &amp; Brown Professional Corporation</i>	
<b>Account Holder Representative</b> – see Application Guide for acceptable forms of identification	
New Account Holder Representative Security Question:	Answer to Security Question:
<b>Contact Information/Address</b>	
<b>Professional Standing of Teraview Account Holder or User</b>	
<b>Status of Regulated Institution</b> (Category A only)	
<b>Addition of New User / Removal of user - that is a regulated professional</b> (Categories B & C only- provide User's membership number ie. LSUC)	
<b>Good character/accountability</b> – where charges or convictions arising from fraud or professional misconduct	
<b>Financial resources</b> – change in insurance coverage, etc. – provide copy of certificate for new insurance policy	

**Details of change (add extra sheet if necessary):**


**This form can be submitted:****By email:** [ELRSAuthorization@ontario.ca](mailto:ELRSAuthorization@ontario.ca)**By mail to:** Electronic Land Registration System Authorization, 20 Dundas Street West, 4<sup>th</sup> Floor, Toronto, ON M5G 2C2**In person:** At any Land Registry Office with originals of any I.D. or other required documents- it is recommended that before submitting the form you make an **appointment with the staff at the Land Registry Office**. See [website](#) for phone numbers.

Note: Forms submitted by mail/email must include notarized colour photocopies/scanned images of any documentation required, including the front and back of any required identification. (see list of acceptable identification in Form 1 – Application for Authorization, and in the Application Guide, on the website).

The notarial certificate must be the signed and sealed original / scanned colour image of same. Account Holder Representatives are reminded that they also need to inform Teranet of any changes to their account.

Form submitted on the \_\_\_\_\_ Day of \_\_\_\_\_, 201\_\_\_\_\_

Account Holder Representative: \_\_\_\_\_ Land Registry Office Staff (if form submitted in person)

<b>Print name:</b>		<b>Print name:</b>	
<b>Signature:</b>		<b>Signature:</b>	

The information and documentation provided in this form are collected under the authority of the *Land Registration Reform Act* and will be used to administer the authorization to submit documents for registration in the electronic land registration system. The Teraview Account Holder consents to the collection, use and disclosure of the information and documentation as more particularly set out in Section 4.1 of the Electronic Land Registration Agreement. If you have any questions about the collection of information with this form, please contact: the Director of Land Registration, ServiceOntario, 20 Dundas Street West, 4<sup>th</sup> Floor, Toronto, ON M5G 2C2, 416-314-3138 or 1-866-262-8135.**If you have questions regarding this form please contact ServiceOntario at (416) 314-3138 or 1-866-262-8135**