

Ministry of the Attorney General  
Ministry of Consumer and Business Services  
Teranet Inc.

## WRITS NAME SEARCH RULES

**Land Titles Searching: For searches for land title properties the name searched must be as it appears on the land titles parcel/PIN.**

<b>I. Personal Names - General</b>		
<p>Exact names match. All punctuation, accents and hyphens are ignored when doing a name search. Modifiers such as "Executrix", "Estate of" or "In Trust" <b>must not</b> be entered when searching. Titles such as "Mr." or "Dr." and generations such as "Jr." or "III", <b>must not</b> be entered when searching.</p>		
<b>Surnames</b>	<b>If You Search</b>	<b>You Will Get</b>
<p>Spaces are ignored when doing a surname search. The entire last name searched must match exactly - typing a portion of or additions to the name will not provide a hit.</p>		
<p>If you type a surname that has an internal space, or a hyphen or multiple capital letters, the search locates a range of matches.</p>	<p>WISE MANN, JOAN  DAROSA, MARIA</p>	<p>WISE MANN, JOAN <b>and</b> WISEMANN, JOAN <b>and</b> WISE-MANN, JOAN  Da Rosa, Maria <b>and</b> Darosa, Maria <b>and</b> DaRosa, Maria <b>and</b> Da-Rosa, Maria</p>
<b>Given Names</b>	<b>If You Search</b>	<b>You Will Get</b>
<p>The order in which given names are searched does not matter. If multiple given names are entered, a hit will result even if only one given name matches. When searching, single letter given names are ignored.</p>		
<p>If you type a given name that has <b>no</b> internal space or hyphen, the search only locates exact matches.</p>	<p>JONES, MARYANN</p>	<p>JONES, MARYANN</p>
<p>If you type a given name that has an internal hyphen, the search locates exact matches for the combined name and also each portion of the name.</p>	<p>JONES, MARY-ANN</p>	<p>JONES, MARYANN <b>and</b> JONES, ELIZABETH MARY <b>and</b> JONES, MARY LYNN <b>and</b> JONES, MARY ANN</p>
<p>If you type a given name that has an internal space, the search locates exact matches for each portion of the name.</p>	<p>JONES, MARY ANN</p>	<p>JONES, ELIZABETH MARY <b>and</b> JONES, MARY LYNN <b>and</b> JONES, MARY ANN</p>
<b>II. Corporations</b>	<b>If You Search</b>	<b>You Will Get</b>
<p>Exact names match. Representative capacities such as "Trustees of Oak Woods Church" must be entered identically to the way the writ was entered. The system will not provide a match if the numerical identifier searched is filed differently in the system. (E.g. XII is entered as 12) The system will not provide matches if you shorten portions of the names (except for the corporate identifiers noted below) or do not spell the name exactly.  When doing a company search, the following sets of words are treated equally: (I) LTD=LTEE=LIMITED=LIMITEE (ii) INC=INCORPORATED=INCORPOREE (iii) CO=COMPANY=COMPAGNIE=CIE (iv) CORP=CORPORATION (v) AND=&amp; but <b>does not</b> = ET (vi) THE=LE=LA=LES are ignored when searching</p>		
<p>Leading symbols - The system will provide matches whether or not the symbol is there.</p>	<p>\$EVERY PLACE <b>or</b> \$ EVERY PLACE</p>	<p>EVERY PLACE <b>and</b> \$EVERY PLACE <b>and</b> \$ EVERY PLACE</p>
<p>Numbered companies must have the number in the same sequence and location in the name to get a match.</p>	<p>001122 ONTARIO LTD</p>	<p>001122 ONTARIO LTD</p>
<p>Spaces and punctuation do not affect search results and would provide the following matches.</p>	<p>ACME CONSTRUCTION <b>or</b> A C M E CONSTRUCTION <b>or</b> A.C.M.E. CONSTRUCTION <b>or</b> A. C. M. E. CONSTRUCTION</p>	<p>ACME CONSTRUCTION <b>and</b> A C M E CONSTRUCTION <b>and</b> A.C.M.E. CONSTRUCTION <b>and</b> A. C. M. E. CONSTRUCTION</p>

**Disclaimer:**

These suggested instructions and sample search results are provided as a guide only to carrying out searches - the sample search results are not intended to be exhaustive. Neither the Ministry of the Attorney General, nor the Ministry of Consumer and Business Services, nor Teranet shall be liable for any damages caused by failure to carry out a search in accordance with these suggested instructions or provides any guarantee that following these instructions will necessarily result in all possible names being located.