

**Ministry of Government
and
Consumer Services**

ServiceOntario

Central Production and
Verification Services Branch

**Ministère des
Services gouvernementaux
et des Services aux
consommateurs**

ServiceOntario

Direction de la réglementation



Re: Land Registry Offices that accept the New Centralized Email Access Point for PIN Corrections and Pre-Approvals

Over the past 2 years Jeff Lem, The Director of Titles, has incrementally sent notice to 26 Land Registry Office's (LROs) to invite them to participate in an exciting new project whereas their respective jurisdictions professional clients are allowed to send in their PIN Corrections and Pre-Approvals to a centralized email address:

LROclientSubmit@ontario.ca

At this new email address, we accept (i) PIN corrections; (ii) pre-approvals of complex documents and other related queries that otherwise were submitted to Land Registry Office staff via telephone or in person. The concept is that you can now send by email these types of service requests, together with scanned copies of all supporting documents, to be addressed promptly by a team of specialists drawn from across the province.

This project will continue to expand by adding 1 or 2 LROs a month. Therefore for convenience we are sharing the attached documents in order to help you ascertain which LRO's are providing this email service and which LROs will continue to use the traditional method of sending a fax request for a PIN Correction or Pre-Approval until further notice

We will be rolling-out the centralized email access to all clients throughout the province at a future date in 2017 until then; Teranet clients can visit Teranet or Teranet Express for updates.

Yours truly,

The Support Network Team



LAND REGISTRATION REQUEST FORM

ACTION REQUIRED (choose one) Submit One Request Per Form	
Override	
PIN Correction - Description	
PIN Correction - Document	
Pre-Approval	
Query	
Non-Convert	
Exemption from Reference Plans	
Revenue Refunds (Attach ELR Recommendation for Refund Request Form)	

REQUIRED CLIENT INFORMATION	
Contact Name	
Organization/Firm	
Telephone Number	
Email Address	

REQUIRED INFORMATION			
LRO Name		LRO #	
PIN(s) #		Registration # (Include Prefix)	
Issue/Question (set out the details):			

SUBMITTING EMAIL INSTRUCTIONS

Email a copy of this completed form and remember to attach all supporting documentation to: LROclientSubmit@ontario.ca

[Examples](#)

- Current PIN Printout
- Document in preparation

**LROs in the Support Network that accept requests
through LROClientSubmit@ontario.ca
as of January 27, 2017**

- All supporting material/evidence

1	Algoma (Sault Ste. Marie)
4	Ottawa
6	Cochrane
8	Dundas (Morrisburg)
14	Glengarry (Alexandria)
15	Grenville (Prescott)
16	Grey (Owen Sound)
19	Haliburton (Minden)
23	Kenora
24	Kent (Chatham)
25	Lambton (Sarnia)
31	Manitoulin (Gore Bay)
35	Muskoka (Bracebridge)
36	Nipissing (North Bay)
42	Parry Sound
45	Peterborough
46	Prescott (Hawkesbury)
48	Rainy River (Fort Frances)
49	Renfrew (Pembroke)
50	Russell (Embrun)
52	Stormont (Cornwall)
53	Sudbury
54	Timiskaming (Haileybury)
55	Thunder Bay
61	Wellington (Guelph)
65	York (Aurora)

LROs that continue to use a fax number for PIN Corrections and Pre-Approvals as of Jan 27th, 2017

LRO #	Land Registry Office	Fax Number
2	BRANT (Brantford)	519-752-0273
3	BRUCE (Walkerton)	519-881-2322
7	DUFFERIN (Orangeville)	519-941-6444
11	ELGIN (St. Thomas)	519-631-8182
12	ESSEX (Windsor)	remotesupportessex@ontario.ca
13	FRONTENAC (Kingston)	613-548-6766
18	HALDIMAND (Cayuga)	905-772-0105
20	HALTON (Milton)	905-864-3549
21	HASTINGS (Belleville)	613-968-3026
22	HURON (Goderich)	519-524-2482
27	LANARK (Almonte)	613-256-0940
28	LEEDS (Brockville)	613-345-7390
29	LENNOX (Napanee)	613-354-1474
30 & 59	NIAGARA NORTH & SOUTH (St. Catharines)	905-684-5874
33	MIDDLESEX (London)	519-675-7611
37	NORFOLK (Simcoe)	519-426-9627
39	NORTHUMBERLAND (Cobourg)	905-372-4758
40	DURHAM (Whitby)	905-665-5247
41	OXFORD (Woodstock)	519-537-3107
43	PEEL (Brampton)	905-874-4012
44	PERTH (Stratford)	519-271-2550
47	PRINCE EDWARD (Picton)	613-476-7908
51	SIMCOE (Barrie)	705-725-7232
57	VICTORIA (Lindsay)	705-324-6290
58	WATERLOO (Kitchener)	519-571-6067
62	WENTWORTH (Hamilton)	905-521-7505
66	TORONTO	lro66fax@ontario.ca