

Paper Documents

As of October 13, 2020, in-person land registration counter services at all 54 Land Registry Offices (LROs) will no longer be available.

Teranet is building online enhancements in OnLand and Teraview to allow for paper documents to be submitted online. This is expected to be deployed in December 2020. Please follow the processes outlined below from **October 13, 2020 until the online enhancements are in place.**

“Paper documents” to which this process applies includes:

- (1) Documents where the affected property is under the *Registry Act*;
- (2) Documents where the affected property is under the *Land Titles Act* but the data in the document is over the electronic registration system limits (e.g. number of PINs) and therefore cannot be registered electronically;
- (3) The document type is considered one of the exception document types that the Director of Titles has permitted or required to be registered in paper (such as Notice of Application and Application for Absolute Title, and Condominium Declaration and Amendments to Declaration, etc.)

Submission

All paper documents must be submitted by mail or courier to the LRO in which the land is situated, subject to the list below of alternate locations for certain LROs.

All paper documents submitted for registration must be accompanied by the following:

- a completed Paper Document Submission Request Form, see below
- the appropriate fees in cheque(s) payable to the Minister of Finance
- execution search or any other required evidence
- a duplicate original for each document if you would like an original duplicate returned to you with the registration details by mail/courier.

Evidence

Evidence can also be submitted for indexing by mail or courier to the LRO in which the land is situated.

For the following LROs documents must be mailed/couriered to the alternate LRO listed for registration:

LRO	SEND TO ALTERNATE LRO
LRO 8 DUNDAS (Morrisburg) LRO 39 NORTHUMBERLAND (Cobourg) LRO 45 PETERBOROUGH (Peterborough) LRO 46 PRESCOTT (Hawkesbury) LRO 49 RENFREW (Pembroke) LRO 50 RUSSELL (Embrun) LRO 52 STORMONT (Cornwall)	LRO 4 OTTAWA-CARLETON (Ottawa) Court House 161 Elgin Street, 4 th Floor Ottawa, ON K2P 2K1 (613)239-1230
LRO 1 ALGOMA (Sault Ste. Marie) LRO 6 COCHRANE (Cochrane) LRO 23 KENORA (Kenora)	LRO 55 THUNDER BAY (Thunder Bay) 201- 189 Red River Road Thunder Bay, ON

Electronic Registration Procedures Guide
Paper Documents

LRO 31 MANITOULIN (Gore Bay) LRO 35 MUSKOKA (Bracebridge) LRO 36 NIPPISSING (North Bay) LRO 42 PARRY SOUND (Parry Sound) LRO 54 TIMISKAMING (Haileybury)	P7B 1A2 (807)343-7436
LRO 18 HALDIMAND (Cayuga) LRO 22 HURON (Goderich) LRO 37 NORFOLK (Simcoe) LRO 57 VICTORIA (Lindsay) LRO 41 OXFORD (Woodstock)	LRO 12 ESSEX (Windsor) 949 McDougall Street, Suite 100 Windsor, ON N9A 1L9 (519)971-9980

Note: For those transactions for which the current paper document processes make registration impossible, then it may be possible to contact the LRO to make an appointment for registration.

Contact information and mailing addresses for LROs available at
<https://www.ontario.ca/page/land-registry-offices-lro>

Paper Document Submission Request Form available below and on OnLand.ca and Teraview.ca

Corrections

If a document requires corrections or an instrument number needs to be inserted in the document LRO staff will contact the customer using the contact information provided on the Paper Document Submission Request Form.

Corrections to the document must be made by the customer. **Under no circumstances will LRO staff be making any amendments to the documents.**

Once the amendments to the document have been made, the amended document will be emailed back to the LRO staff to be inserted into/substituted for the document for registration.

If the cheque(s) provided are not correct the customer will be contacted, and replacement cheque(s) must be couriered or mailed to the LRO. The document(s) will not be registered until replacement cheque(s) have been received.

Registration

Documents submitted by mail or courier will be registered in the order in which they are opened by the staff, irrespective of when they may have been delivered to the LRO or physically received in the LRO. Where two or more documents need to be registered in relative priority to each other, they should be mailed or couriered to the LRO in the same package.

Staff will confirm the last registration number if identified in the Paper Document Submission Request Form. If the number on the PIN(s) does not match the last number provided on the form, staff will contact the customer prior to registration.

Electronic Registration Procedures Guide
Paper Documents

Execution certificates provided must be current at the date of submission. Staff will confirm the results and contact the customer prior to registration, if they do not match.

Upon successful registration of the document(s), scanned copies of the stamped registration(s) will be emailed to the customer using the email address provided on the Paper Document Submission Request Form. If the document is too large to be sent via email a confirmation of registration email will be sent to the customer and stamped duplicate returned via courier at the LRO's expense.

The duplicate original *if provided* will be couriered back to the customer at the LRO's expense.

PAPER DOCUMENT SUBMISSION REQUEST FORM

Please complete this form for each dealing with a property.

The form must be sent by mail/courier along with documents to be registered, any supporting materials such as execution certificate, and a cheque payable to the Minister of Finance for the applicable fees (registration fees and/or Land Transfer Tax) to the Land Registry Office in which the land is situated, subject to the list of alternate LROs below. Please provide a separate cheque for each registration.

For the following LROs, all documents must be mailed/couriered to the alternate LRO listed:

LRO	SEND TO ALTERNATE LRO
LRO 8 DUNDAS (Morrisburg) LRO 39 NORTHUMBERLAND (Cobourg) LRO 45 PETERBOROUGH (Peterborough) LRO 46 PRESCOTT (Hawkesbury) LRO 49 RENFREW (Pembroke) LRO 50 RUSSELL (Embrun) LRO 52 STORMONT (Cornwall)	LRO 4 OTTAWA-CARLETON (Ottawa) Court House 161 Elgin Street, 4th Floor Ottawa, ON K2P 2K1 (613)239-1230
LRO 1 ALGOMA (Sault Ste. Marie) LRO 6 COCHRANE (Cochrane) LRO 23 KENORA (Kenora) LRO 31 MANITOULIN (Gore Bay) LRO 35 MUSKOKA (Bracebridge) LRO 36 NIPPISSING (North Bay) LRO 42 PARRY SOUND (Parry Sound) LRO 54 TIMISKAMING (Haileybury)	LRO 55 THUNDER BAY (Thunder Bay) 201- 189 Red River Road Thunder Bay, ON P7B 1A2 (807)343-7436
LRO 18 HALDIMAND (Cayuga) LRO 22 HURON (Goderich) LRO 37 NORFOLK (Simcoe) LRO 57 VICTORIA (Lindsay) LRO 41 OXFORD (Woodstock)	LRO 12 ESSEX (Windsor) 949 McDougall Street, Suite 100 Windsor, ON N9A 1L9 (519)971-9980

REQUIRED GENERAL INFORMATION	ALL FIELDS ARE MANDATORY
Date	
Land Registry Office Number	
Client File Number	
Solicitor/Registrant Name and/or contact and Firm	
Phone number	
Email address	
Document Type(s). Identify in order of priority of registration.	Document 1- Document 2- Document 3- Document 4- Document 5-
Type of Property	Registry <input type="checkbox"/> Land Titles <input type="checkbox"/>
Language of the Document	English <input type="checkbox"/> French <input type="checkbox"/>
Registration Fee(s) (payable to the Minister of Finance)	\$
Provincial Land Transfer Tax Payable if applicable (payable to the Minister of Finance)	\$
Confirmation of last registered instrument	Last Active Registration Number: _____ (you will be contacted if the registration number does not match) OR Confirmation of last registered instrument not required <input type="checkbox"/>
Additional Information	

Notes: Land Registry Office staff are not able to make any amendments to the documents. The registrant will be contacted if any corrections are required.