



## Manual Search and/or Certification

### Section A – Applicant Information

Client Name: Last*	First*	Phone* (Include Area Code)	Client Reference Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address*	City*	Province/State*	Country*	Postal/Zip*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Address information is mandatory if copies to be returned by mail.

### Section B – Method of Delivery

<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="text"/>
Fax number, if applicable (Include Area Code)		

### Section C – Method of payment

<input type="checkbox"/> Cheque for	<input type="text"/>	(Amount)	
<input type="checkbox"/> Payment from Account	Client Number	Account Number	Account Password (if applicable)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Sufficient funds must be available at the time of processing. ISC does not accept foreign currency in the form of cash, cheque, or money order.

### Section D – Search Request Information

# of Copies	Copy Type	Description (e.g. Land Description, Title number, Grant number, Plan number, etc.)	Fees (Office Use Only)

#### Available Copy Types:

\*\*\*See 'Manual Search and/or Certification - Instructions' for more information.\*\*\*

**Uncert:** Uncertified copy printed on non-watermarked paper

**Cert1:** Certified copy printed on watermarked paper, no ink stamp

**Cert2:** Certified copy printed on non-watermarked paper, ink stamp only

**Cert3:** Certified copy printed on watermarked paper, with ink stamp

**PCert:** Certified copy of Plan of Survey printed on non-watermarked paper, ink stamp only

**\*\*\*Requests for more than 5 searches of titles, interests, etc. must be made using our Bulk Data Request process. Please contact us at ask@isc.ca.**

#### Submission Methods

Mail:  
ISC e-Business Services Centre  
1301 - 1st Avenue, Regina, SK S4R 8H2

Email:  
e-BSC@isc.ca

Fax:  
(306) 798-1399