



**SEARCH REQUEST FORM**  
(for information about an enforcement action against you)

Use this form to ask for information about an enforcement action against you made under the [Family Orders and Agreements Enforcement Assistance Act](#) (FOAEAA).

**INSTRUCTIONS:** Please type or print when you fill in the form.

1. The information you provide must be complete and accurate.<sup>1</sup>
2. Return the form duly completed and signed to: Family Orders and Agreements Enforcement Assistance Unit, Family Law Assistance Services, Department of Justice Canada, 284 Wellington Street, Ottawa, Ontario K1A 0H8.
3. If you are looking for information about an enforcement action against someone else, you must use the [Search Request and Consent Form](#) or call 1-800-267-7777.

**Information about you**

|  |  |
|--|--|
| Given name(s): _____   |  |
| Surname: _____   |  |
| Current address: (Post box number, Address, City, Province and Postal Code)<br>_____ |  |
| Telephone (day): _____   |  |
| Date of birth: _____<br>(yyyy/mm/dd)   | Justice Reference Number (if available):<br>_____                          |
| Social Insurance Number: _____   | Maintenance Enforcement Program (MEP) file number (if available):<br>_____ |

**What information are you requesting (please check all that apply)**

|  |   |
|--|---|
| <input type="checkbox"/> Justice Reference Number (if available)   | <input type="checkbox"/> Statement of Accounts (Payment history)  |
| <input type="checkbox"/> Status of the file<br><input type="checkbox"/> Garnishment application<br><input type="checkbox"/> Licence denial application | <input type="checkbox"/> Outstanding balance<br><input type="checkbox"/> Periodic amount<br><input type="checkbox"/> Arrears owed |
| <input type="checkbox"/> Other, please specify _____   |   |
| <b>How would you like the FOAEA Unit to respond to your request?</b> <input type="checkbox"/> By mail <input type="checkbox"/> By Phone                |   |

|                         |                             |
|-------------------------|-----------------------------|
| _____<br>Your signature | _____<br>Date: (yyyy/mm/dd) |
|-------------------------|-----------------------------|

**Privacy Act Notice Statement**

The Department of Justice Canada (DOJ) is committed to protecting the privacy of individuals, including safeguarding the personal information you provide on the Search Request Form. The personal information provided on this form is collected under the authority of the *Family Orders and Agreements Enforcement Assistance Act* (FOAEA) and related regulations and is protected in accordance with the *Privacy Act*. This information will be used to search within the [Family Orders and Agreements Enforcement Assistance Act Personal Information Bank JUS PPU 125](#) for the purpose of responding to your request for information concerning a FOAEAA application and for any other uses or disclosures in accordance with the *Privacy Act*. We will be unable to

<sup>1</sup> The information retained in the FOAEA database reflects the information provided to the FOAEA Unit in a [release of information](#), [interception](#) or [licence denial](#) application. The FOAEA Unit is not responsible for any discrepancies with the information provided in this form.

process your search request unless all of the required personal information is provided. If you require clarification about this form, please contact 1-800-267-7777.

Under the *Privacy Act* Notice Statement, you have the right to access your personal information held by the Family Orders and Agreements Enforcement Assistance Unit and to request corrections to it. Where correction is not possible, you have the right to request that a notation be attached to the information reflecting any correction requested but not made. If you require clarification about this *Privacy Act* Notice Statement, please contact our Access to Information and Privacy Office at [ATIP-AIP@justice.gc.ca](mailto:ATIP-AIP@justice.gc.ca) or by phone at 1-613-907-3700. Please note that you have the right to file a complaint to the Office of the Privacy Commissioner of Canada regarding our handling of your personal information. For more information please visit the Office of the Privacy Commissioner's website at [www.priv.gc.ca](http://www.priv.gc.ca) or contact the Office by phone at 1-800-281-1376.