

## Release of Information Fee Schedule

Type of Request	Fee
Health Care Professionals	No Charge
Patient (or Substitute Decision Maker)	<p>Less than 20 pages: No charge</p> <p>Over 20 pages: \$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages</p> <p>Includes providing the records either as paper copies or in electronic format (PDF) via secure email</p>
Review of the records on-site (no copies)	No Charge
Lawyers & Insurance Companies	<p>\$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages.</p> <p>Includes providing the records either as paper copies or in electronic format (PDF) via secure email</p>
Legal Aid	\$15.00 Flat rate
Workplace Safety and Insurance Board (WSIB)	\$48.15 Flat fee (includes HST)
Professional Colleges (e.g., CPSO, CNO)	\$0.25/page Flat rate
Police, Court (e.g., Productions Orders, Subpoenas), Coroner, Ministry of Health, Service Canada, Office of the Public Guardian and Trustee (PG&T), Ministry of Correctional Services, Probation & Parole	No Charge
Office of the Children's Lawyer and Children's Aid Society	No Charge
Criminal Injuries Compensation Board	<p>\$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages.</p> <p>Includes providing the records either as paper copies or in electronic format (PDF) via secure email</p>
Consent and Capacity Board (CCB) and Ontario Review Board (ORB)	No Charge
Courier Fee	\$15.00

Unless otherwise stated HST applies to all fees.

**\*Requests may be expedited (delivery within five business days) for an additional prepaid fee of \$300.00, subject to department capacity. Please contact Health Records Department in Ottawa (ReleaseofInformation-Ottawa@theroyal.ca, 613-722-6521 ext. 6338) or Brockville (ROY-SM-BMHCRRegistration@theroyal.ca, 613-345-1461 ext. 2247) to discuss.**