

Release of Information Fee Schedule

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Type of Request	Fee
Health Care Professionals	No Charge
Patient (or Subsittute Decision Maker)	Less than 20 pages: No charge Over 20 pages: \$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages Includes providing the records either as paper copies or in electronic format (PDF) via secure email
Review of the records on-site (no copies)	No Charge
Lawyers & Insurance Companies	\$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages. Includes providing the records either as paper copies or in electronic format (PDF) via secure email
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	\$30.00 service fee plus \$0.25/page for each page beyond the first 20 pages. Includes providing the records either as paper copies or in electronic format (PDF) via secure email
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-BMHCRegistration@theroyal.ca, 613-345-1461 ext. 2247) to discuss.**