

Release of Information Fee Schedule

Requestor	Fee
Health Care Professionals	No Charge
Patient (or Substitute Decision Maker)	No charge for review of the record onsite at The Royal (appointment required) \$30.00 flat fee for electronic file release \$30.00 flat fee for pick-up of paper copies at The Royal up to 20 pages, and \$.25/page for each page beyond the first 20
Lawyers & Insurance Companies, Professional Colleges (e.g., CPSO, CNO), Criminal Injuries Compensation Board	\$30.00 flat fee for electronic file release \$30.00 flat fee for pick-up of paper copies at The Royal up to 20 pages, and \$.25/page for each page beyond the first 20
Legal Aid	\$15.00 Flat rate
Workplace Safety and Insurance Board (WSIB)	\$48.15 Flat fee
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
Consent and Capacity Board (CCB) and Ontario Review Board (ORB)	No Charge
Courier Fee	\$15.00 plus HST

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.**