

*\*Please copy this form if additional requests are needed\*  
This form can be printed by visiting [www.rasci.ca/forms](http://www.rasci.ca/forms)*



**1. Patient (Complete in full)**

Patient Name (First, Middle, Last)			
Email Address: <b><i>*Required for record transfer</i></b>		Health Card Number: <b>Last 4 digits only</b>	
Address:		Telephone:	
City / Province / Postal Code		Date of Birth (mm/dd/yyyy)	

**2. Records Released From: (Physician)**

Dr. _____	Telephone: _____
-----------	------------------

**3. Records Released To (If different than section 1 - Parent / Guardian / New Physician)**

Name:	Telephone:
Address:	Email:
City / Province:	Postal Code:

4. I understand that this is an uninsured service and may not be covered by my medical insurance plan. I will be responsible for paying fees for this service according to approved guidelines.

5. Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESS SIGNATURE IS REQUIRED**

6. If not signed by the patient, please indicate relationship:

Parent or guardian of minor patient     Guardian or conservator of an incompetent patient

7. Name of Guardian / Representative: \_\_\_\_\_

Legal Relationship: \_\_\_\_\_

**Payment and delivery options (base fee - hst included):**

- **Single (digital) record transfer (email required):** \$84.69 (\$74.95 + hst)
- **Two (digital) record transfers (email required):** \$135.54 (\$119.95 + hst)
- **Three (digital) record transfers (email required):** \$192.04 (\$169.95 + hst)

**Add-ons (base fee plus add-on):**

- **Additional records requests (3+)** \$25.00 (add-on per additional record)
  - **Physical copy of medical record sent via mail:** \$30.00 (add-on per additional record)
  - **USB Stick with medical record sent via mail:** \$20.00 (add-on per USB)
- e.g. single record with USB stick add-on (\$84.69 + \$20.00 = \$104.69)*

**If paying by cheque:** Please send this form and remit a payment (taxes inc.) to:

Records Access Services Canada, Inc.  
400-277 Lakeshore Road E, Oakville, ON, L6J 6J3

**Pay Online:** Complete the online authorization form and pay online for quick and easy delivery of your records with minimal delays. **Visit [www.RASCI.ca](http://www.RASCI.ca) and select the 'Patient' authorization button on the homepage to begin the process.** Avoid unnecessary postage costs and delays in processing your request.

*\*Please copy this form if additional requests are needed\*  
This form can be printed by visiting [www.rasci.ca/forms](http://www.rasci.ca/forms)*