



**Ministry of the
Attorney General**

Legal Services Branch
Ministry of Finance

33 King St W
6th Floor
Oshawa ON
L1H 8H5

Ministère du

Direction des services juridiques
Ministère des Finances

33, rue King Ouest
6e étage
Oshawa ON
L1H 8H5

Disclosure Request Form

If you require Disclosure regarding a Ministry of Finance Tobacco Tax Act, Fuel Tax Act or Gasoline Tax Act charge(s) you must fax or mail a written request to the Ministry of Finance, Legal Services Branch at the following address:

Attention: **Legal Services Branch**

Ministry of Finance

33 King St W, 6th Floor
Oshawa ON L1H 8H5

Telephone: 905-433-5657

Fax: 905-436-4510

The request must include the following information in order to allow for proper processing.

1. Name of the accused party or company
2. Offence Date
3. Offence Type
4. Certificate of Offence Number
5. Date and location of Notice of Trial / Early Resolution Meeting
6. Your complete return address
7. Your phone number

Your disclosure request will be processed in due course, and will usually be mailed to you by regular mail, unless the Prosecutor contacts you directly to make alternate arrangements.



Request for Disclosure Form

Today's Date:

Offence Number:

Defendant's Name:

Defendant's Date of Birth:

Defendant's Address:

Defendant's Phone #:

E-Mail Address:

Fax:

Offence Defendant Charged With:

Date of Offence:

Officer's Name and/or Badge #:

Where Offence Occurred:

Trial Date or Resolution Meeting Date: