

**Ministry of Transportation**

Legal Services Branch
Ministry of Transportation

1355 John Counter Blvd
Kingston, ON
K7L 5A3

Ministère des Transports

Direction des services juridiques
Ministère des Transports

1355 John Counter Blvd
Kingston, ON
K7L 5A3

Disclosure Request Form

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

Attention: **Danielle St. Laurent**
Court Administration Office

Ministry of Transportation

1355 John Counter Blvd
Kingston, ON
K7L 5A3

Fax: 613-545-4632

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: