

Electronic Form 17 Help Guide

This Form 17 Help Guide includes:

- Scanning requirements
- General information about the form
- Instructions on completing the form
- Transaction types and supporting documents

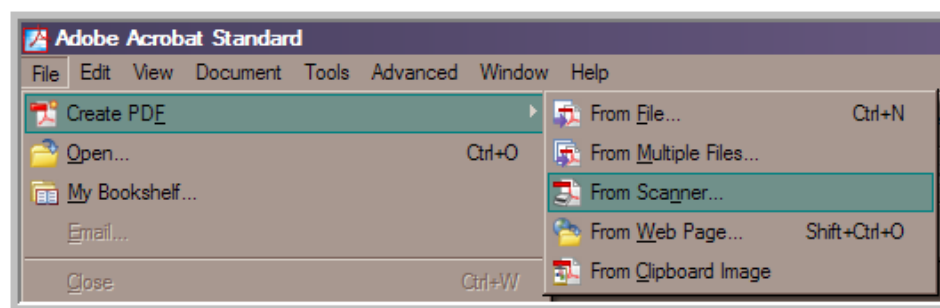
1. Scanning Requirements

Scanned pages **must** be black on a white background:

- Do not scan in color.
- Do not scan in grayscale.
- Do not save images as a jpeg2000.
- Set the scanning options to 300 dpi black and white (called "binary" on some scanners).
- Scanned image must be larger than 4"x 6" and no more than 8.5" x 14". The Director or Registrar of Land Titles may make exceptions to this requirement on a case by case basis.
- Required font size is 12 point. Do not reduce legal size documents to letter size before scanning as the font becomes illegible.

Ensure that your scanner setting does not inadvertently scan an 8.5" x 11" document as an 8.5" x 14". If the paper size is slightly larger than 8.5" x 11" or the paper is misaligned in the scanner, the setting will automatically change to 8.5" x 14". If this happens, the text size will be reduced and legibility will be impaired which will be cause for a defect.

Scan directly to PDF in Adobe® Acrobat, select File > Create PDF > From Scanner.



Or, select FAX or TIFF CCITT Group 4 compression to create an image file which can then be selected in Adobe Acrobat when you "Insert Pages". Adobe Acrobat will compress the file to a reasonable size when it is digitally signed.

Vital Statistics Certificates and other documents with a dark background:

These certificates are difficult to scan as they are designed to prevent unlawful copying. For best results, try to eliminate as much of the background as possible. A better quality scan may be achieved if you first copy the certificate on a copier with a lighter setting so that the names stand out from the background and then scan.

If you choose to scan directly from the certificate, adjust the contrast and brightness until the text is clear and the background has been eliminated as much as possible.

2. General Information

The Form 17 has been divided into three electronic forms and incorporates the ability to submit filings, such as Power of Attorney. The three forms are for creating new titles; creating charges, notations or filings; and cancelling charges, notations or filings. The Form 17 application is created by completing the appropriate form and attaching an imaged copy of the necessary documentation that supports the application.

The declaration required in Section 168.41 *Land Title Act* has been incorporated in to the certification in the Form 17 making a separate declaration unnecessary.

Note: Readers are reminded to check applicable legislation to determine whether specific evidence is required for any of the permitted types of applications.

Note: Readers should order the [Land Title Electronic Forms Guidebook \(the Green Book\)](#) for complete Electronic Form 17 instruction.

A single electronic Form 17 can only create one interest type -- Fee, Charge, or Release.

If a document creates more than one interest type (i.e. a Fee and a Release or a Fee and a Charge) then two Form 17s would need to be completed (i.e. one for the Fee and another for the release or charge).

The supporting instrument, as listed in the following table, would be imaged and attached to each of the applications. Both of the Form 17s would be submitted as a single package with the Property Transfer Tax return immediately following the Form 17 Fee Simple, followed by the subsequent application and Property Transfer Tax return, if applicable.

Mergers of charges in a foreclosure are listed in the additional information.

Note: See the Land Titles Electronic Filing (EFS) User’s Guide for instruction on inserting pages at <http://www.ltsa.ca/electronic-filing-system/user-guides-and-publications>.

Tip: For several legal descriptions in one application, there are two choices of schedules available. Use the “Use 30 Parcel Schedule” for two or more legal descriptions with only one line of text. Use the “Use 3 Parcel Schedule” for legal descriptions with more than one line of text. A combination of the two schedules may be used.

Do not use the reviewing, highlighting, text boxes, comment tools, etc. available in Adobe Acrobat in the electronic forms to be used for submission. Using these tools changes the electronic form and it may be rejected at submission or may be subject to a notice declining to register sent by the Land Title Examiner.

3. Completing the Form 17 – General

Item 1—Application

FORM FIELDS

Line 1 Applicant name field:

Enter the name of applicant or applicant’s solicitor or agent and where applicable the name of the corporation on whose behalf the individual, solicitor or agent is acting.

Line 2 Applicant address line 1:

Enter the street address. This field may also be used to continue the description of the applicant from the applicant name field, if necessary.

Line 3 Applicant address line 2:

Enter the street address on line 2, if necessary.

Line 4 City field:

Enter the name of the city.

Line 5 Province field:

Enter the abbreviated name of the province.

Line 6 Postal code field:

Enter the postal code, or zip code for out-of-Canada addresses.

Line 7 Additional information field:

Use this field to enter the phone number for the applicant, solicitor, or agent and for any additional instructions and information (e.g., “merge RP CA4000” or “Subject to CPL CA4010”).

Note: Selecting the Power of Attorney or Representation Agreement in the Form 17 Charge disables the PID Number and legal description and automatically enters “Not Applicable” in these fields.

Note: Selecting the Revocation of Power of Attorney/Representation Agreement in the Form 17 Release disables the PID Number and legal description and automatically enters “Not Applicable” in these fields.

Item 2 or 2a Schedules – FORM FIELDS

Line 1 Parcel identifier field:

enter the PID number in the format “999-999-999” (e.g., type “079-345-232”, not “079 345 232” or “079345232”). Where no PID number exists for the parcel affected, select **NO PID NMBR** and complete the related plan number field. The related plan must be in the same package or have a pending status when the Form 17 is filed electronically.

When describing common property, enter the strata plan number in the related plan number field. The application numbers will be noted against all of the titles in the strata plan. Note that, in limited circumstances, where the Form 17 is accompanied by an application to raise title to unregistered land, a PID number or a related plan number is not required (e.g., a Crown Grant followed by a Form 17).

Line 2 Fractional interest field:

if less than the entire interest is being transferred, enter the fractional interest being transferred in the separate field above the Legal Description of Land.

Line 3 Legal description of land field:

enter the legal description consisting of everything shown below the PID number in the **Description of Land** segment of a printed computer title.

Line 4 STC field:

a state of title certificate (STC) can be requested by selecting the **STC?...YES**. If you wish to have the STC picked up at a land title office, click on **Pick up STC?** Otherwise, the STC will be mailed out to the address shown in Item 1.

Item 2b Market value field:

if the market value is required, enter the amount in figures.

EXAMPLE—MARKET VALUE EXPRESSED IN FIGURES:

2b. MARKET VALUE: \$	100,000.00
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COMPLETION INSTRUCTIONS

If the market value is not required, Item 2(b) may be left blank or you may enter a \$0.00 figure.

Item 3—Nature of Interest

Select the nature of interest. If the nature of interest is not listed the filing may be available on its own electronic form, for example; Claims of Builder' Liens.

There are some specific types of interests such as a Form 17 Fee Simple - Change of Name – Amalgamation of Companies which require a Property Transfer Tax form. A generic Change of Name is used for both companies and individuals where a Property Transfer Tax form is not required. A Change of Name cannot be used for an amendment or correction to the title. This would be done by selecting "Amendment to Title (or Charge, if applicable) Owner Name".

COMPLETION INSTRUCTIONS

In addition to using the additional information field in Item 1, you may use the additional information field in Item 3 to enter any other required information (e.g., enter "merge charges" and list the specific charges to be merged).

Example: Charge (by Court Order)

Right to Purchase BX1234 modified by BA3456 and extended by CA3877

Note: The Form 17 does not require Transferor information.

ITEM 4—PERSON ENTITLED TO BE REGISTERED AS OWNER FORM FIELDS

Line 1 Registered owner #1 name field.

For individuals: name and occupation. A semicolon is required after the given names and between the family name and occupation (e.g., GIVEN NAMES; FAMILY NAME; OCCUPATION).

For corporations: if the registered owner is incorporated, registered or continued in British Columbia or incorporated federally, enter its name in the registered owner name field and its incorporation number in the incorporation number field, which will appear after tabbing out of the corporation name field.

Line 2 Registered owner #2 name field.

For individuals: name of the second individual, if any, and occupation (e.g., GIVEN NAMES; FAMILY NAME; OCCUPATION).

Note: Readers should order the [Land Title Electronic Forms Guidebook \(the Green Book\)](#) for further Completion Instructions if a second registered owner is a corporation or further information on joint tenancy and full instructions is needed.

Line 3 Address line field:

Electronic Form 17 Help Guide V2.5 (amended, September 21, 2014)
Must be used with the latest Form 17 templates downloaded in EFS.

Enter the street address.

Line 4 City field:

Enter the name of the city.

Line 5 Province field:

Update the province or state and country field, if necessary.

Line 6 Postal code field:

Enter the postal code, or the zip code for out-of-Canada addresses.

For companies or banking institutions, enter the name only in line 1 and complete the incorporation number, if applicable, or enter a space and further describe the bank in line 2. In line 3 enter the address, line 4 enter the city, and line 5 enter the postal code. The Person entitled to cancellation information for the Form 17 Cancellation is fixed as Registered Owner.

When a transaction not requiring transferee information, such as Municipal Permits and similar filings, is selected, the form automatically enters "Not Applicable" in these fields. This text can be typed over where necessary. Only one Nature of Interest may be selected in each separate form for this type of transaction.

Note: Nature of Interests requiring Property Transfer Tax forms are specific (i.e., Change of Name – Amalgamation of Companies). Natures of Interests which do not need a Property Transfer Tax form are generic (i.e. Change of name may be used for both companies and individuals).

Note: Each transaction requires a separate Form 17. For example, only a single paper Form C discharge of mortgage may be attached to a single electronic Form 17.

Note: Certain transaction types, such as Caveats, Certificates of Pending Litigation and Expropriations, will receive a **preliminary examination** during regular Land Title Office hours prior to receiving an immediate application number, date and time. The affected Natures of Interest are listed in the following table.

Note: ONLY INTERESTS WHICH ARE IDENTIFIED IN THE DROP DOWN BOX IN EACH OF THE FORM 17S NATURE OF INTEREST MAY BE SUBMITTED ELECTRONICALLY.

The Current transaction types are as follows:

ELECTRONIC FORM 17 FEE SIMPLE	Attach an image of the following approved supporting documents
Amendment to Title Owner Name	<input type="checkbox"/> Statutory declaration and consents of registered owners which may be required by the Registrar
Application by Owner of Absolute Fee for Indefeasible Title	<input type="checkbox"/> <i>Land Title Act</i> Form 20
Application for Cancellation of Interior Lot Lines	<input type="checkbox"/> <i>Land Title Act</i> Form 14
Application for Separate Title s.192 LTA	<input type="checkbox"/> No attachment is required
Application for Title s.192(1)	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each new title
Application for Title to Road	<input type="checkbox"/> Attachment may not be required
Application to Amend Title Owner S.180(9) LTA	<input type="checkbox"/> Original trust instrument that pre-dates the current owner's acquisition of title
Application to Amend Trust S.180(10) LTA	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Change Trustee	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language
Application to Consolidate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for owner(s) requiring consolidated title
Application to Register Title to Common Mass	<input type="checkbox"/> S.995 <i>Local Government Act</i> Certified copy of resolution of Council
Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Cancel Plan s.136 LTA	<input type="checkbox"/> Certified copy Minister's or <input type="checkbox"/> Surveyor General's Order
Cancellation of Strata Plan	<input type="checkbox"/> <i>Strata Property Act</i> Form E, Conversion Schedule, written consents of applicable charge holders and Registrars order
Cancelling Registration of Reserve Lands (Federal)	<input type="checkbox"/> Court Certified copy of Court Order
Certificate as to Highway	<input type="checkbox"/> <i>Land Title Act</i> Form 12
Change of Address	<input type="checkbox"/> Originally signed paper Land Title Form 15 or letter from the registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name - Amalgamation of Companies	
Declaration of Title	<input type="checkbox"/> The original order containing the declaration of

	title issued under s. 23 of the <i>Land Title Inquiry Act</i> , or a certified copy of it
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of title S.5 Escheat Act <input type="checkbox"/> Court Certified copy of Court Order s. 4(5) <i>Escheat Act</i> and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office <input type="checkbox"/> Grant of property signed by the Governor in Council under the <i>Escheats Act</i> , Canada
<i>Expropriation Act</i> – Fee Simple (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Expropriation Act</i> – Notice of Confirmation (Federal)	<input type="checkbox"/> Notice in the form approved by the Minister <i>Expropriation Act</i> Canada This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Expropriation Act – Road Dedication (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Federal Grant of Land	<input type="checkbox"/> Letters Patent under the Great Seal or <input type="checkbox"/> Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent section 9 of the <i>Federal Real Property and Federal Immovables Act</i>
First Nations Lands Title	<input type="checkbox"/> Certificate S.367 LTA and patent or copy certified by the Clerk of the Privy Council for Canada or S.373.64 certificate of vesting signed by the chief administrative officer <input type="checkbox"/> Schedule 1 to the <i>Land Title Act</i> , Certificates
Foreclosure	<input type="checkbox"/> Court certified copy of the Court Order; make application for mergers in the additional information textbox
<i>Land Title Enquiry Act</i> Certificate	<input type="checkbox"/> Certificate of the Registrar of the court
Registrar’s Order to Cancel Plan Part 8 LTA	<input type="checkbox"/> Originally signed Registrar’s Order s.135 <i>Land Title Act</i> This transaction will receive preliminary examination prior

	to receiving immediate application number, date and time
Replotting Scheme - Transfer from Trustee	<input type="checkbox"/> It is recommended that the user reference the first application with the certificate and schedule rather than attaching the image to each application as the scanned multiple pages the file sized can get to be a sizeable proportion affecting the upload in Electronic Filing System
Remove Title Pursuant to S.31 Schedule 1 LTA	<input type="checkbox"/> letter signed by Ministry of Aboriginal Relations and Reconciliation and Legal Services Branch (Resource, Environmental and Land Law) <input type="checkbox"/> any evidence satisfactory to the registrar of the consent of the registered owner of the parcel
Road Resumption	<input type="checkbox"/> an original order of the Lieutenant Governor in Council
Tax Sale - Certificate of Non-Redemption	<input type="checkbox"/> <i>Local Government Act</i> - Certificate template reproduced in the Land Title Practice Manual from the local government for Certificate of Non-Redemption and where applicable <input type="checkbox"/> Letter from the Crown waiving the interest of the Crown under the <i>Escheat Act</i>
<i>Taxation (Rural Area) Act</i> – Certificate of Forfeiture	<input type="checkbox"/> Certificate signed by the Surveyor of Taxes
Taxation (Rural Area) Act, Redemption or Revesting	<input type="checkbox"/> Revesting Order
Title to Closed Road	<input type="checkbox"/> No attachment necessary, application is made pursuant to Section 40 <i>Community Charter</i> and <i>Land Title Act</i> Section 120
Title to Crown Land – SRW S.24 BC Regs 334/79	<input type="checkbox"/> No attachment necessary
Transfer of Administration and Control	<input type="checkbox"/> Provincial or Federal Transfer of Administration and Control
Transfer of Asset by Order in Council (Municipal)	<input type="checkbox"/> Order of the Lieutenant Governor in Council, Letters Patent
Transmission to Executor or Administrator	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure or where applicable <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Surviving Joint Tenant	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Certified copy of letters probate or administration
Vesting by Court Order	<input type="checkbox"/> Court certified copy of the Court order Or where applicable <input type="checkbox"/> Form C Form of Conveyance under the <i>Court</i>

<i>Order Enforcement Act</i>	
ELECTRONIC FORM 17 NATURE OF CHARGE, NOTATION OR FILING	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory BC Housing Management Commission
Agricultural Land Reserve Inclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Airport Zoning Regulations	<input type="checkbox"/> Airport Zoning Regulations enacted pursuant to section 5.4 (2) of the Aeronautics Act, R.S.C. 1985, C. A-2, may include a copy of a plan
Amendment of Federal Notice of Intention to Expropriate	<input type="checkbox"/> Notice in the form approved by the Minister Expropriation Act, Canada setting out (a) a description of the land; (b) the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right; (c) an indication of the public work or other public purpose for which the interest or right is required; and <input type="checkbox"/> (d) a statement that it is intended that the interest or right be expropriated by the Crown
Amendment to Charge Owner Name	<input type="checkbox"/> Statutory declaration and any consents of registered owners which may be required by the Registrar
Amendment to Filed Plan	<input type="checkbox"/> Statutory declaration and <input type="checkbox"/> Consents of owners, if required
Application for Duplicate Indefeasible title	<input type="checkbox"/> <i>Land Title Act</i> Form 22
Application to Amend Charge Owner S.180(9) LTA (No PTT)	<input type="checkbox"/> Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Charge Owner S.180(9) LTA (PTT)	<input type="checkbox"/> Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Trust S.180(10) LTA (No PTT)	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Amend Trust S.180(10) LTA (PTT)	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Change Trustee (No PTT)	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language
Application to Change Trustee (PTT)	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language

Assignment of Judgment	<input type="checkbox"/> <i>Land Title Act</i> Form 28
Builders Lien (By Court Order)	<input type="checkbox"/> Court certified copy of the Court Order
Canada Land Survey Plan	<input type="checkbox"/> Copy of plan from Canada Land Surveys
Caveat	<input type="checkbox"/> <i>Land Title Act</i> Form 38 or <input type="checkbox"/> Other form acceptable to the Registrar This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Certificate of Charge	<input type="checkbox"/> Signed letter of application
Certificate of Forfeiture Mineral Lands	<input type="checkbox"/> Certificate of Forfeiture Mineral Lands
Certificate of Levy	<input type="checkbox"/> the certificate of levy signed by a person designated on the certificate as an authorized signatory of the resort association
Certificate of Pending Litigation	<input type="checkbox"/> <i>Land Title Act</i> Form 31 or <input type="checkbox"/> <i>Land Title Act</i> Form 32 or <input type="checkbox"/> <i>Land Title Act</i> Form 33 (<i>Family Law Act</i>) or <input type="checkbox"/> <i>Land Title Act</i> Form 33 (<i>Family Relations Act</i>) or <input type="checkbox"/> <i>Land Title Act</i> Form 34 and <input type="checkbox"/> the originating process or, if applicable, the notice of motion or other document by which the claim is made or where applicable <input type="checkbox"/> Form 1 (section 23 (1) of the Civil Forfeiture Act) This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> <i>Land Title Act</i> Form 31 And the originating process or, if applicable, the notice of motion or other document by which the claim is made This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Certificate of Title to Minerals	<input type="checkbox"/> Application in letter form
Change of Address	<input type="checkbox"/> Originally signed <i>Land Title Act</i> paper Form 15 or letter from registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name – Amalgamation of Companies	
Change of Name – Amalgamation of Companies – Lease	
Change of Name – Amalgamation of Companies –	

Right to Purchase	
Conditional Right of Entry	<input type="checkbox"/> Original or a certified copy of the Schedule I or II, as applicable under Bank Special Security Regulations
<i>Corporation Capital Tax Act Lien</i>	<input type="checkbox"/> Originally signed <i>Corporation Capital Tax Act Lien</i> form issued by the Ministry of Finance
Court Order – <i>Family Maintenance Enforcement Act</i>	<input type="checkbox"/> Court certified copy of the Court Order or <input type="checkbox"/> Certified copy of the Court Order where submitted by the Director Family Maintenance Enforcement
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Business Practices and Consumer Protection Act</i> Copy of the certificate of public interest
<i>Cremation, Interment and Funeral Services Act</i> Amendment	<input type="checkbox"/> Amendment letter signed by the Director under <i>Business Practices and Consumer Protection Act</i>
Crown Debt	<input type="checkbox"/> Statutory Declaration from a signatory of the provincial government
Crown Lien	<input type="checkbox"/> A Crown lien authorized by specific legislation
Crystallized Floating Charge	<input type="checkbox"/> Instrument creating the floating charge or <input type="checkbox"/> Reference the previously filed mortgage number in additional information and sworn declaration as to proof of crystallization
Establishment of Municipal Boundaries	<input type="checkbox"/> Letters Patent amending the boundaries of a taxation district under <i>the Local Government Act</i> s.22 Must include a schedule of all affected PID numbers and legal descriptions
<i>Expropriation Act</i> Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 1 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Amended Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 4 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior

	to receiving immediate application number, date and time.
<i>Expropriation Act – Covenant (Provincial)</i>	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act – Statutory Right of Way (Provincial)</i>	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed paper forms
Federal Grant Amendment	<input type="checkbox"/> Amended Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
First Nations Filing	Documents pertaining to the effective date of a Treaty First Nation, for example: <input type="checkbox"/> An Order in Council <input type="checkbox"/> Notification of Approving Officer appointment <input type="checkbox"/> Notification of taxation authority
Foreclosure of Lease	<input type="checkbox"/> Court certified copy of the court order
Foreclosure of Mortgage	
Foreclosure of Right to Purchase	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the by the Minister of Forests, Lands and Natural Resource Operations
GVRD Sewerage and Drainage Area Plan	<input type="checkbox"/> Image of the plan pursuant to s. 32 of the Greater Vancouver Sewerage and Drainage Act (may be larger size than the usual 8 x 11 1/2)
Heritage Status Notice	<input type="checkbox"/> Letter form signed under the authority of the Minister
<i>Hospital Act</i> Notice	<input type="checkbox"/> Where applicable, a letter signed under the direction or authority of the chief inspector under the Hospital Act or <input type="checkbox"/> Where applicable, letter signed under the direction or authority of the minister responsible for the <i>Hospital Act</i>
<i>Hotel Room Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Hotel Room Tax Act</i> Lien form issued by the Ministry of Finance
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> An original of the agreement pursuant to the <i>Industrial Operation Compensation Act</i> from the Minister of Environment Lands and Parks or the Minister responsible for the administration of

	the Ministry of Forests, Lands and Natural Resource Operations
Injunction	<input type="checkbox"/> Court certified copy of the court order This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Insurance Premium Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Insurance Premium Tax Act</i> Lien form issued by the Ministry of Finance
Judgment	<input type="checkbox"/> Certificate or where applicable <input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Originally signed paper <i>Land (Spouse Protection) Act</i> prescribed forms A and B
Land Tax Deferment Act Agreement	<input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 prescribed Forms or where applicable <input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 special agreement
Land Tax Deferment Act Agreement, Modification	<input type="checkbox"/> Form 4 <i>Land Tax Deferment Act</i>
Land Use Contract (Amended by Bylaw)	<input type="checkbox"/> Certificate template reproduced in the Land Title Practice Manual from the local government
Legal Profession Act	<input type="checkbox"/> Judicial evidence such as a declaration of the court as to the existence of the charge
<i>Logging Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Logging Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mineral Tax Act</i> Lien	<input type="checkbox"/> the originally signed <i>Mineral Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mines Act</i> Charge	<input type="checkbox"/> Notice of debt, in prescribed form
Modification of Charge – Court Order	<input type="checkbox"/> Court Certified Copy of Court Order
<i>Motor Fuel Tax Act</i> Charge	<input type="checkbox"/> Originally signed <i>Motor Fuel Tax Act</i> form issued by the Ministry of Finance
Mountain Resort Improvement District – Establishment	<input type="checkbox"/> Copy of letters patent certified by the Ministry of Municipal Affairs or other appropriate government official (s.732 Local Government Act)
Municipal Government Notice	<input type="checkbox"/> Originally signed notice in Municipal letterhead or <input type="checkbox"/> Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit

	<p>Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Contaminated Land Notice of Excess or Extended Services Agreement Notice of Housing Agreement Notice of Park Land Agreement Notice of Permit Notice of Tax Exemption <i>Resort Municipality of Whistler Act</i> or <input type="checkbox"/> Heritage Designation Bylaw or Notice of Appropriation Bylaw</p>
<i>National Energy Board Act S.43</i>	<input type="checkbox"/> Plan, Profile and Book of Reference or certified copies
<i>Navigable Waters Protection Act</i>	<input type="checkbox"/> Plan in the form and manner specified by the Minister responsible for the <i>Navigable Waters Protection Act</i> S.9
Notice of Contaminated Land, LTA s.392 – Provincial	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the <i>Environmental Management Act</i>
Notice of Interest <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper <i>Builders Lien Act</i> Form 1
Notice of Intention to Expropriate (Federal)	<input type="checkbox"/> Notice in the form approved by the Minister Expropriation Act, Canada setting out (a) a description of the land; (b) the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right; (c) an indication of the public work or other public purpose for which the interest or right is required; and <input type="checkbox"/> (d) a statement that it is intended that the interest or right be expropriated by the Crown
Notice of Property Agreement (<i>Family Law Act</i>)	<input type="checkbox"/> Director of Land Titles Form 41 Notice of Property Agreement
Notice of Tax Sale	<input type="checkbox"/> <i>Local Government Act</i> – originally signed notice in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Property Security Act</i> , Court Order	<input type="checkbox"/> Court certified copy of the Court Order

<i>Personal Property Security Act, Notice</i>	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> form
<i>Personal Property Security Act, Notice Expires</i>	
<i>Personal Property Security Act, Notice of Extension</i>	
<i>Personal Property Security Act, Notice of Assignment</i>	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2
Petition to Cancel Plan Part 8 LTA	<input type="checkbox"/> Initial Petition to Registrar s.123 LTA and where applicable <input type="checkbox"/> Subsequent documents related to the service and hearing s.125 and s.126 LTA attached to a declaration and submitted with any additional fees required This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, authorizing the entry, occupancy or use or <input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, assigning the order
Possibility of Reverter	<input type="checkbox"/> Describe as one number less than the Form A in the additional information and attach a copy of the document creating the Possibility of Reverter or <input type="checkbox"/> Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Postponement Agreement (Form 24)	<input type="checkbox"/> <i>Land Title Act</i> Form 24
Postponement of Notice of Property Agreement (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Power of Attorney	<input type="checkbox"/> Originally signed paper Power of Attorney and where applicable, <input type="checkbox"/> proof of the attorney's age or <input type="checkbox"/> Certified copy, accompanied by applicable evidence, pursuant to s.51 <i>Land Title Act</i>
PPSA – Demand for Notice of Amendment, Extension or Cancellation	<input type="checkbox"/> True copy of the demand and <input type="checkbox"/> Affidavit from the person who gave the demand
<i>Property Transfer Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Property Transfer Tax Act</i> Lien

	issued by the Ministry of Finance
<i>Provincial Sales Tax Act</i> Lien	<input type="checkbox"/> Originally signed Provincial Sales Tax Act Lien
Provisional Indefeasible Title	<input type="checkbox"/> Proof of loss or destruction by statutory declaration from the registered owner(s) and, where applicable, <input type="checkbox"/> From the party(ies) whose hands the duplicate indefeasible title has passed through and, where applicable <input type="checkbox"/> Subsequent proof of advertising may be attached to a corrective declaration and submitted following the initial application This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter pursuant to the <i>Public Health Act</i> by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister or regional or district manager appointed under the Ministry of <i>Forests and Range Practices Act</i>
Removal of Inappropriate Personal Information	<input type="checkbox"/> statutory declaration
Representation Agreement	<input type="checkbox"/> Originally signed paper Representation Agreement or when applicable <input type="checkbox"/> Certified copy of a Representation Agreement and Form 1, Certificate of Representative or Alternate Representative <input type="checkbox"/> Form 2, Consultation Certificate and where applicable <input type="checkbox"/> Form 3, Certificate of Monitor <input type="checkbox"/> Form 4, Certificate of Person signing for the adult <input type="checkbox"/> Form 5, Certificate of Witness
Reservation S.367(2) (e) LTA	<input type="checkbox"/> The patent as defined in S.366 <i>Land Title Act</i> or a copy certified by the Clerk of the Privy Council of Canada
Reservation – Covenant	<input type="checkbox"/> No attachment is necessary, describe the reservation contained in Form A or other preceding document in the package as e.g. 1 number less than this application Or attach an image of <input type="checkbox"/> The Form A or other Instrument of Grant
Reservation – Easement	
Reservation – Life Estate	
Reservation – Statutory Right of Way	

Resort Associations Act Area – Establishment	<input type="checkbox"/> Certificate issued by the Registrar of Companies (s.9 Resort Associations Act)
Resort Municipality of Whistler - Certificate of Levy	<input type="checkbox"/> Certificate of Levy
Resumption Statutory Right of Way	<input type="checkbox"/> An original order of the Lieutenant Governor in Council
Right of Entry	<input type="checkbox"/> Describe as one number less than Crown Grant or Form A in additional information or Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council and copies of plans referred to in Local Government Act s.989(2)(a)
<i>Securities Act Charge</i>	<input type="checkbox"/> Notice in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time. This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Securities Act Charge, Modification</i>	<input type="checkbox"/> Copy of the modification in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Social Service Tax Act Lien</i>	<input type="checkbox"/> Originally signed <i>Social Service Tax Act</i> Lien issued by the Ministry of Finance
Special Survey, Land Title Act Order	<input type="checkbox"/> Order under Part 23 <i>Land Title Act</i>
Special Survey, <i>Land Title Act</i> Supplemental Order	<input type="checkbox"/> Supplemental Order under Part 23 <i>Land Title Act</i>
Standard Charge Terms	<input type="checkbox"/> Standard Charge terms
Standard Mortgage Terms	<input type="checkbox"/> Standard Mortgage terms
Statutory Building Scheme	<input type="checkbox"/> Originally signed paper Declaration of Building <i>Scheme Land Title Act</i> Form 35
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form G
<i>Surveyor's Report – Special Survey</i>	<input type="checkbox"/> Surveyor's report
<i>Taxation (Rural Area) Act Lien</i>	<input type="checkbox"/> Originally signed <i>Taxation (Rural Area) Act</i> Lien form issued by the Collector
<i>Timber Reservation</i>	<input type="checkbox"/> Copy of Crown Grant or Form A containing the reservation
<i>Tobacco Tax Act Lien</i>	<input type="checkbox"/> Originally signed <i>Tobacco Tax Act</i> Lien form issued by the Ministry of Finance

Transfer of Asset by Order in Council (Municipal)	<input type="checkbox"/> Order of the Lieutenant Governor in Council and <input type="checkbox"/> Letters Patent
Transfer of Mortgage (Form 27)	<input type="checkbox"/> <i>Land Title Act</i> Form 27
Transmission to Executor/Administrator – Charge (No PTT)	Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Executor/Administrator – Lease	
Transmission to Executor/Administrator – Right to Purchase	
Transmission to Surviving Joint Tenant – Charge (No PTT)	
Transmission to Surviving Joint Tenant – Lease	<input type="checkbox"/> Original Certificate issued by Vital Statistics or <input type="checkbox"/> If the certificate is issued outside BC, the appropriate governmental authority or <input type="checkbox"/> Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant – Life Estate	
Transmission to Surviving Joint Tenant – Right to Purchase	<input type="checkbox"/> Court certified copy of the Court Order or Assignment <input type="checkbox"/> Court certified copy of the Court Order or Assignment
Transmission to Trustee in Bankruptcy	
Transmission to Trustee in Bankruptcy (No PTT)	<input type="checkbox"/> letter form executed under part 5 LTA
Treaty First Nation Debt	Original Crown Grant issued by the Surveyor General
Undersurface and Other Exc & Reservations	
Undersurface Rights – Reservation	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application or <input type="checkbox"/> Copy of instrument containing the additional charge
Vesting By Court Order of Lease	<input type="checkbox"/> Court certified copy of the Court Order
Vesting By Court Order of Mortgage	
Vesting By Court Order of Right to Purchase	
<i>Wills, Estates and Succession Act</i> Charge	<input type="checkbox"/> Court certified copy of the court document that grants the registrable charge <i>Effective March 31, 2014</i>
ELECTRONIC FORM 17 CANCELLATION OF CHARGE ,NOTATION or FILING	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by authorized signatory for BC Housing Management Commission

<i>Agricultural Credit Act</i> Charge	<input type="checkbox"/> Certificate from Minister of Agriculture and Lands
Agricultural Land Reserve – Exclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Assignment of Rents–Paper Form Signed Prior to July 1, 2014	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage which includes an Assignment of Rents signed prior to July 1, 2014
Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of court order
Cancellation of Charge by Court Order-S.35 Property Law Act	<input type="checkbox"/> Court certified copy of court order
Caveat	<input type="checkbox"/> Originally signed <i>Land Title Act</i> Form 39 or <input type="checkbox"/> Letter signed by the caveator with officer certification
Certificate of Pending Litigation	<input type="checkbox"/> Originally signed letter from Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or <input type="checkbox"/> Court certified copy of court order or <input type="checkbox"/> Certificate of the court or where applicable <input type="checkbox"/> Form 3 (section 23 (3) of the Civil Forfeiture Act)
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> Court certified copy of the court order and certificate
Charge (by Court Order) (No PTT)	<input type="checkbox"/> Court certified copy of the court order and, if applicable, certificate
Charge by Court Order (With PTT)	<input type="checkbox"/> Court certified copy of the court order) and, if applicable, certificate
Charge by Effluxion of Time	<input type="checkbox"/> Apply to cancel a charge which has expired, other than a Claim of Builders Lien. Complete the Charge No. field and state the nature of the charge to be cancelled in additional information e.g. Lease by Effluxion of time or <input type="checkbox"/> Where a supporting document is required attach the image of the originally signed supporting document e.g. a statutory declaration
Claim of Builders Lien by Court Order	<input type="checkbox"/> Court certified copy of the certificate of the registrar of the court
Claim of Builders Lien by Effluxion of Time	<input type="checkbox"/> Attachment may not be required

Claim of Builders Lien Notice to Commence an Action	<input type="checkbox"/> Originally signed statutory declaration, Form 6 <i>Builders Lien Act</i>
Court Order – <i>Family Relations Act</i>	<input type="checkbox"/> Court certified copy of the court order
Court Order – <i>Family Maintenance Enforcement Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Cremation, Interment and Funeral Services Act</i>
Crown Debt	<input type="checkbox"/> Attach an image of the appropriate supporting documentation from the Crown required under the specific legislation
<i>Escheat Act</i> – Cancellation of Mortgage	<input type="checkbox"/> Statutory declaration signed by the former director or officer of the dissolved company and if required <input type="checkbox"/> Letter of non-objection from the Attorney General
<i>Expropriation Act</i> – Abandoned (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 7 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Cancellation (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 6 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed <i>Family Relations Act</i> form Notice of Cancellation Form C or E or <input type="checkbox"/> Court certified copy of the court order
<i>Family Relations Act</i> Charge (Postponement)	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource Operations
Heritage Status Notice	<input type="checkbox"/> Letter form signed by or on behalf of the minister responsible for the <i>Heritage Conservation Act</i> .
<i>Hospital Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or by the minister responsible for the <i>Hospital Act</i>
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the minister responsible for the <i>Human Resource Facility Act</i> .
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> Letter signed by the Minister of Environment Lands and Parks or the minister responsible for the administration of the Minister of Forests,

	Lands and Natural Resource Operations on Ministry letter head
Injunction	<input type="checkbox"/> Court certified copy of the court order
Judgment (by Court Order or Certificate)	<input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> Acknowledgment of Payment in Form 50
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Original LSPA Form C Abandonment or the original Court Certified copy of certificate of divorce or decree of nullity of the court and <i>Land (Spouse Protection) Act</i> Form D
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> Notice of Satisfaction
Land Use Contract	<input type="checkbox"/> Municipal Certified bylaw
Lease (Breach of Terms)	<input type="checkbox"/> Supporting document Statutory Declaration, proof of service, Note: Registrar's Order will be appended by Land Title Office staff. This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Life Estate (with Death Certificate)	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority
Modification	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
Mortgage - Paper Form C Original Executed Prior to July 1, 2014	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage signed prior to July 1, 2014
Mountain Resort Improvement District – Dissolved	<input type="checkbox"/> Dissolution order of the Lieutenant Governor in Council (<i>s.735 Local Government Act</i>)

Municipal Government Notice	<input type="checkbox"/> Originally signed letter on Municipal letterhead or <input type="checkbox"/> Modified Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Appropriation Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption Resort Municipality of Whistler Act or <input type="checkbox"/> Heritage Designation Bylaw or <input type="checkbox"/> Court certified copy of the Court Order
Notation by Effluxion of Time	<input type="checkbox"/> No attachment e.g. <i>Wills Variation Act</i>
Notice of Abandonment (Federal Expropriation)	<input type="checkbox"/> Notice in the form approved by the Minister <i>Expropriation Act, Canada</i>
Notice of Contaminated Land, <i>Land Title Act</i> s.392	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the <i>Environmental Management Act</i>
Notice of Interest, <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper letter
Notice of Property Agreement (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Notice of Tax Sale Redemption	<input type="checkbox"/> <i>Local Government Act</i> – originally signed notice by the collector in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Properties Security Act</i> Notice	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> Form
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> A copy of the order of the Mediation and Arbitration Board certified by the Board
Possibility of Reverter	<input type="checkbox"/> Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Priority Agreement	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document

<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister for or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource
<i>Resort Associations Act</i> Area – Dissolved	<input type="checkbox"/> Proof from the appropriate Minister or Public Officer
Revocation of Power of Attorney/Representation Agreement	For a Power of Attorney <input type="checkbox"/> Revocation Form 8 or <input type="checkbox"/> Sufficient evidence to effect the revocation or <input type="checkbox"/> Expiration of time – no attachment – state by expiration of time in additional information For a Representation Agreement <input type="checkbox"/> Sufficient evidence in accordance with the Representation Agreement Act to effect the revocation
Right of Resumption Community Charter	<input type="checkbox"/> Letter from the corporate officer on municipal letterhead in accordance with the regulations
Right to Purchase (by Court Order)	<input type="checkbox"/> Court certified copy of the court order
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council
Securities Act Charge	<input type="checkbox"/> Revocation in letter form signed by British Columbia Securities Commission
Special Survey, <i>Land Title Act</i> Order	<input type="checkbox"/> Order in Council
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form H
<i>Wills, Estates and Succession Act</i> Charge (Court Order)	<input type="checkbox"/> Court certified copy of the court order <i>Effective March 31, 2014</i>
<i>Wills, Estates and Succession Act</i> Notation	<input type="checkbox"/> Evidence satisfactory to the Registrar i.e. certified copy of court order <i>Effective March 31, 2014</i>

For further information on EFS, visit www.ltsa.ca/efs or contact Customer Service Centre at 604-630-9630 or 1-877-577-LTSA (5872).