

PHOTOCOPY REQUEST FORM
Peterborough Provincial Offences Office

99 Simcoe St.,
Peterborough, ON
Tel: 705-742-7777 x 2099
FAX: 705-743-9292

Please note: All information is required in order to process the request. If you need further information, it may be obtained from the Court Administration Office. Copies are not provided on a demand basis; however requests are processed at the earliest possible time.

You will be notified by phone when the copies are ready for pickup. Payment must be received prior to releasing copies.

Name of Defendant: _____ **Offence #: 3360-** _____

Trial Date: _____ **Courtroom:** POA

If previous conviction record is required: What is the conviction date: _____

Please circle the documents you require: Requested by: _____

Copy of Information/Ticket Daytime phone #: _____

Copy of Conviction

Certified Copy of Information/Ticket Date of Request: _____

Certified Copy of Conviction

Other _____

THE FEE FOR PHOTOCOPY (IES) IS \$2.10 PER PAGE PER DOUBLE SIDED PAGE
THE FEE FOR CERTIFIED COPY(IES) IS \$3.75 PER DOUBLE SIDED PAGE.

I AGREE TO PAY THE PRESCRIBED FEE FOR ALL COPIES REQUESTED.

Signature: _____

OFFICE USE ONLY

Copies completed on: _____ Completed by: _____

Person Notified: _____ Date Notified: _____

Picked up by: _____ Signature: _____ Date: _____