

What you need to know before completing this Form

- Visit the [Online Services Portal](#) to submit your request and pay the fee.
- Fee for each request: \$25. Please note, fees are subject to change. FSRA will not process incomplete forms. Refunds will not be issued for incomplete requests.
- If you are requesting a letter for multiple licences, a separate request must be submitted for each licence number.
- FSRA will process requests received by the licensee directly or an authorized officer of the company, firm or brokerage sponsoring their licence.
- For brokerages, corporations or partnerships, the request must be submitted by a Director, Officer or Partner, or an authorized officer of the company sponsoring their licence.
- Requests from a third party must be accompanied by written authorization from the licensee.
- If you do not have written authorization from the licensee, you may wish to submit a Freedom of Information request. Further information is available on the [FSRA website](#).

Type of document being requested

- Letter of History:** A letter confirming your licensing history only.
- Reciprocity Letter:** A letter providing your licensing and enforcement history to another regulator. Please note this letter is sent to the other regulator directly. You will not receive a copy.
- Certificate of Authority:** An official certificate to confirm whether you are currently licensed by FSRA.

Licensee information:

Last Name	First Name	Middle Name	Date of Birth (yyyy-mm-dd)
Corporation, Partnership or Company name (if applicable)			Licence Number

Licence Type:

- Mortgage Agent
 Mortgage Administrator
 Corporate/Partnership Insurance Adjuster
 Mortgage Broker/Principal Broker
 Insurance Agent
 Corporate/Partnership Insurance Agency
 Mortgage Brokerage
 Insurance Adjuster

Requestor Information

Requestor name	Requestor signature	Date (yyyy-mm-dd)
Requestor Email	Name of Regulator (only for Reciprocity Letter)	