



Complete this form if you wish to receive French Language Services. For more information and examples, please review the Tribunals Ontario [French Language Services Policy](#) available on our website at [tribunalsontario.ca](http://tribunalsontario.ca).

It's important your request for French Language Services is submitted to the applicable tribunal as early in the process as possible.

**NOTE:** If you have submitted an application/appeal or response in French, there's no need to submit this request form.

## A. General Application / Appeal Information

### Requester's Information

- I am the
- |   |                                     |                                       |                                      |
|---|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Appellant / Applicant  | <input type="checkbox"/> Respondent | <input type="checkbox"/> Landlord     | <input type="checkbox"/> Tenant      |
| <input type="checkbox"/> Representative   | <input type="checkbox"/> Co-op      | <input type="checkbox"/> Co-op Member | <input type="checkbox"/> Added Party |
| <input type="checkbox"/> Intervener   | <input type="checkbox"/> Witness    | <input type="checkbox"/> Other        |                                      |
| <input type="checkbox"/> Representative on behalf of client (please also indicate client's role in proceeding): |                                     |                                       |                                      |

First Name

Last Name

Mailing Address

Email Address

Phone Number

### File Information

#### Applicable Tribunal:

- |  |   |
|--|---|
| <input type="checkbox"/> Animal Care Review Board (ACRB)                     | <input type="checkbox"/> Assessment Review Board (ARB)                      |
| <input type="checkbox"/> Child and Family Services Review Board (CFSRB)      | <input type="checkbox"/> Custody Review Board (CRB)                         |
| <input type="checkbox"/> Fire Safety Commission (FSC)                        | <input type="checkbox"/> Human Rights Tribunal of Ontario (HRTO)            |
| <input type="checkbox"/> Landlord and Tenant Board (LTB)                     | <input type="checkbox"/> Licence Appeal Tribunal (LAT)                      |
| <input type="checkbox"/> Ontario Civilian Police Commission (OCPC)           | <input type="checkbox"/> Ontario Parole Board (OPB)                         |
| <input type="checkbox"/> Ontario Special Education Tribunal (OSET) - English | <input type="checkbox"/> Ontario Special Education Tribunal (OSET) - French |
| <input type="checkbox"/> Social Benefits Tribunal (SBT)                      |   |

File Number

Date of Request (dd/mm/yyyy)

Date of Scheduled Proceeding, if any  
(dd/mm/yyyy)

#### Current Format of Proceeding

- |  |   |                                    |                                  |
|--|---|------------------------------------|----------------------------------|
| <input type="checkbox"/> Video Conference                        | <input type="checkbox"/> Teleconference | <input type="checkbox"/> In Person | <input type="checkbox"/> Written |
| <input type="checkbox"/> A proceeding has not yet been scheduled |   |                                    |                                  |

## B. How to Submit Your Request

If your file is in the Landlord and Tenant Board Tribunals Ontario Portal (TOP), you should upload your completed request directly in your file by choosing "Request for French Language Services" under the list of documents.

Otherwise, you can send your completed form to the applicable tribunal by email at:

Animal Care Review Board <a href="mailto:ACRB.registrar@ontario.ca">ACRB.registrar@ontario.ca</a>	Assessment Review Board <a href="mailto:ARB.registrar@ontario.ca">ARB.registrar@ontario.ca</a>
Child and Family Services Review Board <a href="mailto:CFSRB@ontario.ca">CFSRB@ontario.ca</a>	Custody Review Board <a href="mailto:CFSRB@ontario.ca">CFSRB@ontario.ca</a>
Fire Safety Commission <a href="mailto:FSCRegistrar@ontario.ca">FSCRegistrar@ontario.ca</a>	Human Rights Tribunal of Ontario <a href="mailto:HRTO.registrar@ontario.ca">HRTO.registrar@ontario.ca</a>
Landlord and Tenant Board <a href="mailto:LTB@ontario.ca">LTB@ontario.ca</a>	Licence Appeal Tribunal <a href="mailto:LATregistrar@ontario.ca">LATregistrar@ontario.ca</a>
Ontario Civilian Police Commission <a href="mailto:OCPCTrueCustodian@ontario.ca">OCPCTrueCustodian@ontario.ca</a>	Ontario Parole Board <a href="mailto:OPBregistrar@ontario.ca">OPBregistrar@ontario.ca</a>
Ontario Special Education Tribunal (English) <a href="mailto:OSET@ontario.ca">OSET@ontario.ca</a>	Ontario Special Education Tribunal (French) <a href="mailto:OSET@ontario.ca">OSET@ontario.ca</a>
Social Benefits Tribunal <a href="mailto:SBT.registrar@ontario.ca">SBT.registrar@ontario.ca</a>	

OR

Mail this request to the applicable tribunal: 15 Grosvenor Street, Ground Floor, Toronto, ON M7A 2G6

### FOR OFFICE USE ONLY:

Request decided by:

Decision / Reasons:

### Collection of Information

If your request for French Language Services can be resolved without an adjudicative decision, this form will not be included in the tribunal's record of proceeding. That means in most cases it cannot be viewed by the other parties during the proceeding or by the public. However, it is possible that it may be disclosed in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FIPPA). FIPPA sets out procedures for making requests, establishes timelines for responses, and outlines exemptions to the right of access.

If your request for French Language Services requires an adjudicative decision to be resolved, this form and records related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's [Access to Records Policy](#) and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must make a motion to the tribunal requesting a confidentiality order.