

# Duplicate Indefeasible Title Certificate

## This is a guide to help you prepare your application.

It is important to be aware that legislation defines the LTSA's role and limits how we can answer your questions. For example, our staff is not allowed to provide legal advice or help fill out forms.

Only after you submit your application to the LTSA, can we advise on the correctness and accuracy of your application's information.

*If you need more help than we can provide, please contact a legal professional.*

## Instructions:

**Please type or print clearly in dark ink on all forms.** Kindly print your documents on single-side paper only to facilitate departmental processing. To submit your application by mail, please **mail** or **courier** your application in hard copy format to the New Westminster office. **Fax or email applications will not be accepted.** To submit your application in-person, bookings are required. Please call LTSA's Customer Service Centre to book an in-person appointment.

1. Complete Form 22 with the following information:

- a. Full names of all owners, exactly as on title.
- b. Mailing address of all owners.
- c. Legal description.
- d. Nine-digit parcel identifier (PID).
- e. Delivery preference and who will take delivery. Options are:
  - i. Land Title Office pick-up: please bring two pieces of identification: one of which must be government-issued picture identification, such as a driver's licence.
  - ii. Mail: the duplicate indefeasible title certificate will be forwarded to you by signature mail.
- f. Signatures of all registered owners who are on title with their signatures witnessed by someone of legal age, who is not on the title.

To confirm the exact name(s) on the title, consider registering for a myLTSA Explorer account and doing a [title search](#).

You can find the legal description and parcel identifier on the title and on your property tax assessment notice for the land.

### Important

Pursuant to Section 176 *Land Title Act*, if the title is subject to a right to purchase or mortgage the Duplicate Indefeasible Title cannot be requested.

Duplicate Indefeasible Title Certificates are a very valuable documents and great care should be taken to ensure that it is not lost or destroyed. Consider keeping it in a safety deposit box to ensure its security as it is costly and time consuming to replace.

2. Submit your application by mail to:  
Land Title and Survey Authority of British Columbia  
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

## Fees

1. Pay \$76.32 for each Duplicate Indefeasible Title Certificate requested.

## For more information

**Email:** [customerservice@ltsa.ca](mailto:customerservice@ltsa.ca)

**Phone:** 604-630-9630 from the Greater Vancouver area OR  
1-877-577-LTSA (5872) from elsewhere in BC, Canada and the US.  
Office hours are 9:00am to 3:00pm

**Mail:** Land Title and Survey Authority of British Columbia  
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

If mailing your application, please include payment by cheque or money order in Canadian funds.

To cover LTSA application registration fees, please make cheque or money order payable to "LTSA of BC". If you are attending a front counter appointment, you may also make your payment via credit card or debit card on the day of your appointment.

### The Land Owner Transparency Registry



Beginning November 30, 2020, the *Land Owner Transparency Act* (LOTA) requires that when an application is made to register an interest in land, as defined in LOTA, in BC's land title register, a transparency declaration must be filed to the LOTA Administrator by the transferee(s). A transferee that is a reporting body must also complete and file a transparency report setting out information about the reporting body and interest holders. We recommend you consult a legal professional to understand your obligations. More information is available at [landtransparency.ca](http://landtransparency.ca)

# Checklist

## Before you submit your application, ensure you have the following:

- Completed Form 22
- Fee payment of \$76.32 for each Duplicate Indefeasible Title Certificate requested.



Do not use correction fluid (wite-out) on your application. This will result in your application being returned to you. If an error is made, cross-out the text and write the correction above or complete a new form.

# Registration Process

## What happens when you submit your land title documents to the LTSA?

### Identification of Documentation

To identify your documents, the cashier will stamp your document with the date, time and a pending application number.



### Successful Registration

If your document meets the basic requirements of the *Land Title Act* and related statutes, it will be registered and recorded with the application number effective on the date and time originally stamped on your document. If you would like confirmation of registration, you may order a State of Title Certificate using the enclosed form.

### Unsuccessful Registration

If your application does not meet basic *Land Title Act* requirements, a Notice Declining to Register (Defect Notice) will be mailed to the address in Item 1 of your application. This Defect Notice will describe the reason for the defect and may suggest what is needed to meet the requirements of the appropriate *Land Title Act* or related statutes. An additional fee of up to \$14.78 may be required when you return your documents to the Land Title Office.



### Recourse for Applicants

If you receive a Defect Notice, please be aware of the stated time limits for resubmission. If the requirements are not met within the time indicated, your application may be cancelled.

**Land Title Act**  
**Form 22**  
(section 176 (1))

**APPLICATION FOR DUPLICATE INDEFEASIBLE TITLE**

I/We *[full name, occupation and address]*

the registered owner(s) in fee simple of the following land under Indefeasible Title No.  
or, having applied so to be registered, apply for a duplicate indefeasible title to be

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(a) mailed to *[full name and address]*

or

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(b) delivered by hand to me or to *[full name and address]*

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I/We certify that the land is not subject to a registered mortgage or agreement for sale.

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The parcel identifier (PID) and legal description of land are

PID:

Legal description

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Date *[month/day/year]*

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Signature of Witness

Signature of Registered Owner(s)

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Print name, address and occupation below signature