



Consumer AutoPlus® Request Form

Documentation Required

To process your request, we require:

1. This completed form, the Consumer AutoPlus request form
2. **A clear scanned copy of the front and back of your current provincial driver's licence**
3. **A clear scanned copy of your proof of residence** (e.g., insurance pink slip (preferred), utility bill, credit card statement, etc. – a document with your name and address visible) and any additional necessary documents (e.g., previous address if you moved).

Note: We recommend that you black out any details in your documents that are not required to verify your identity.

* Denotes Required Information

*Last Name:	*First Name:
*Driver's Licence Number:	Current Insurance Company and Policy #:
*Day Time Phone Number:	Email Address:
*Signature: (original signature required)	*Date:
<p>*Reason for your request – select one or more</p> <p><input type="checkbox"/> Proof of insurance for insurance quote:</p> <p><input type="checkbox"/> Name of insurance company or broker:</p> <p><input type="checkbox"/> Confirm policy and/or claims Information:</p> <p><input type="checkbox"/> Proof of insurance for employment:</p> <p><input type="checkbox"/> Other – (please indicate):</p>	
<p>*Confirm copies of DRIVER'S LICENCE and PROOF OF CURRENT RESIDENCE are included</p>	

Send your request by one of the options below:

- Scan and e-mail: insurance.helpdesk@cgi.com

Mail:

- CGI Technical Assistance Centre
1350 René-Lévesque Blvd W, 17th floor Montreal, QC H3G 1T4

By signing this request you agree:

1. You are requesting your own personal information.
2. If you're submitting a request for someone else, ensure they have signed the form, provided their driver's licence and proof of residence, and given consent for you to submit the request and receive the information at the provided address.
3. The AutoPlus® report will only be mailed to the address supplied in your Proof or Residence.
4. CGI will mail a copy of your personal report via regular mail within 10 business days of receiving your request.
5. A Consumer AutoPlus® Report provides your individual automobile policy and claims history as submitted by the Canadian Property and Casualty (P&C) industry. CGI AutoPlus® Reports are not available for the following provinces as they do not provide CGI with historical data; Quebec, British Columbia, Manitoba, and Saskatchewan.
6. CGI will provide one report within a 12 month period at no cost.
7. CGI stores and reports data and is not authorized to make changes to this data.
8. If you do not agree with the information on your AutoPlus® Report please contact the Complaint Officer/ Ombudsperson, of the insurer, that provided the data. A list of these individuals can be found on the Financial Services Commission of Ontario's website, under "Company Consumer Complaint Officers":

<http://licensingcomplaintofficers.fSCO.gov.on.ca/ComplaintsOfficerListing/eng/ledefault.aspx>
9. You have read, understand and agree to the guidelines as described.