

Welcome!

To the ETS – Encumbrance

Certified Copy of Encumbrance

Online Training Course

This is the process of submitting and retrieving a certified copy of an encumbrance.

Revisions Table

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Heading updates	All
June 2021	Update	Slide 7
January 2022	Updates	Various



In this module, you will learn how to:

- [Request Certified Copy of Encumbrance](#)
- [Retrieve Requested Document\(s\)](#)

Click on any of the above links to be directed to the corresponding instructions in the module.

Certified Copy Of Encumbrance

Alberta

Electronic Transfer System

User Name:

Password:

Save my user name

1. Log into ETS.

4. Select the applicable company name that will be requesting the Certified Copy of Encumbrance.

2. Click on **Encumbrances.**

3. Click on **Certified Copy of Encumbrance.**

5. Enter your Registration # and click **Submit.**

Certified Copy Of Encumbrance

Company Name:

Comment:

Registration #	Registration #	Registration #
0751	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



Encumbrances are public information and can be requested by anyone wanting to review the registration document.

Confirming Request

Certified Copy Of Encumbrance

Company Name: 123 LAW FIRM

Comment:

Encumbrance
Registration Number
1800751

The cost of your Certified Copy for Encumbrance request will be \$ 30

Please click Confirm to have your request processed.

Confirm the Registration number, and amount. If anything is missing click on **Close** to add any additional agreements.

Click **Confirm**.

Certified Copy Of Encumbrance

Your Certified Copy for Encumbrance request has been submitted as number 403000

This request may take awhile, an email will be sent to you once it is completed.

Use the number above to reference your request on the Request Status Page.

An ETS request number will be displayed after selecting confirm.

The ETS request Number will be used to track your request in the Request Status Screen.



The fees for certified copies are \$30.00 per encumbrance document. Charges will be applied to the requestors Internet Land Searches (ILS) billing account and invoices will be mailed out monthly to the submitter of the request.

Certified Copy Status

The status of a certified copy request is available when searching the ETS request number on the Request Status screen. There are 3 types of Statuses:

- **Processing** – request was submitted and being processed by Alberta Energy.
- **Completed** – request has been completed and documents are available to be viewed/printed.
- **Rejected** – request has been rejected by Alberta Energy.

Request Status

Form: **Request #:**
Start Date: **End Date:**
Status: **Creator:**
File Name:
Comment:

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
402997	<input type="checkbox"/>	Certified Copy Of Agreement		COMPLETED	2018/04/18	\$ 30	PDF File(PDF)	EA0802_TRANSFER

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The Request Status screen will show the ETS Request Number, Form type, Input File/Comment, Status, files, when the request was last updated and the Creator.

Sample

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Your Certified Copy of Encumbrance request number XXXXXX for account ENXXXX has been Completed. This request can be found under Request Status.

To review your request sign on to the Electronic Transfer System (ETS) website, available through Alberta.ca.

Do not reply to this EMail. If you have questions or concerns please contact Transfers.Energy@gov.ab.ca

A request for a certified copy may take up to one business day to process. An email notification will be sent to notify users that the certified copy request has either been completed or department rejected.

The user will be able to access the certified copy of the document by signing into the ETS website.



Electronic Transfer System



User Name:

Password:

Save my user name

Retrieving Final Documents



- ETS Home
 - About ETS
 - Contacts
 - Request Status**
 - Land Searches
 - Transfers
 - Encumbrances
 - Accounts
 - Encryption
 - Reports
 - User Training

Remove the Start Date and End Date if you request does not appear.

Request Status

2. Enter in **ETS** Request Number and click **Retrieve**.

1. Select **Request Status**.

Form: Request #: 402997

Start Date: End Date:

Status: Creator:

File Name:

Comment:

3. Click on **PDF File** to open document.

- Retrieve
- Select All
- Unselect All
- (Un)Delete
- Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
402997	<input type="checkbox"/>		Certified Copy Of Agreement	COMPLETED	2018/04/18	\$ 30	PDF File(PDF)	EA0802_TRANSFER

Page 1

CERTIFIED COPY BY ALBERTA ENERGY

4. Documents will be stamped "Certified Copy by Alberta Energy".

If Alberta Energy could not supply all or any of the requested documents the cost will be altered to reflect the new charge. Charges will be applied to the client's Internet Land Searches (ILS) account and an invoice will be mailed out monthly to the submitter of the request.



NOTE: Please ensure you either print or save a copy of the documents for your records as they will be removed after your specified archiving schedule lapses. You may extend the archiving schedule of your ETS account to a maximum of 90 days in the *Account* node under *Preferences*.

Resources

[ETS Support and Online Learning](#) provides access to relevant guides, course and other information

If you have questions, please contact Transfers.Energy@gov.ab.ca or the Transfer Helpdesk line at 780 644-2300 and by selecting option #5.

Congratulations!

**You have completed the ETS – Encumbrance
Certified Copy of Encumbrance
Online Training Course**

If you have any comments or questions on this training course,
please forward them to the following email address:

Transfers.Energy@gov.ab.ca

