



New Paid Duty Customer Form

This document must be completed if this is your first time requesting paid duty assistance in the Region of Waterloo. Once completed, email the form to paiddutycoordinator@wrps.on.ca and you will receive further assistance.

Please complete the following billing and event detail sections:

BILLING DETAILS	
NAME OF ORGANIZATION:	
BILLING ADDRESS:	
BILLING CONTACT NAME:	BILLING CONTACT PRIMARY NUMBER:
BILLING CONTACT SECONDARY NUMBER:	BILLING CONTACT EMAIL:

EVENT DETAILS	
DATE OF EVENT:	EVENT LOCATION:
NUMBER OF OFFICERS REQUIRED:	NUMBER OF HOURS:

FOR POLICE USE ONLY	
RECEIVED BY:	DATE:
EVENT ESTIMATE:	



The Paid Duty Coordinator will send this information to the Region of Waterloo on your behalf. A representative from the Accounts Receivable Department at the Region of Waterloo will be contacting you in the upcoming days to assist you with creating a billing account. A 50% deposit will be required to create this account.

PAID DUTY OFFICE HOURS OF OPERATION

Monday – Friday 8:00am to 4:00pm

AFTER-HOURS CANCELLATIONS

For urgent, after-hours paid duty cancellations, contact the on-duty RST Staff Sergeant @ 519-570-9777 X 8888.

Should you have any question or concerns, please contact the Paid Duty Coordinator at paiddutycoordinator@wrps.on.ca or call 519-570-9777 (WRPS) ext. 8629.