

APPLICATION FOR BIRTH/DECEASED CERTIFICATE

MAILING ADDRESS INFORMATION

NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.		FOR OFFICE USE ONLY: AFS#
SURNAME	GIVEN NAMES	
MAILING ADDRESS		
CITY, PROVINCE/STATE, COUNTRY		POSTAL CODE
HOME PHONE (INCLUDING AREA CODE)	WORK PHONE (INCLUDING AREA CODE)	IF COMPANY, ATTENTION:

BIRTH DETAILS	SURNAME	NOTE: If application is for the birth/death certificate of a married person, the surname at birth/adoption or following a legal change of name, must be provided; not the surname from marriage			
	GIVEN NAMES & SEX	First	Middle Names		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	DATE & PLACE OF BIRTH	Month (ex: Feb)	Day	Year	City
					Province BRITISH COLUMBIA

FATHER/CO-PARENT DETAILS	SURNAME				
	GIVEN NAMES	First	Middle Names		
	BIRTH PLACE	City	Province/State	Country	

MOTHER DETAILS	SURNAME*	* NOTE: Mother's Maiden Surname (Surname before marriage)			
	GIVEN NAMES	First	Middle Names		
	BIRTH PLACE	City	Province/State	Country	

NUMBER OF SERVICES REQUIRED

The Birth/Deceased Certificate contains parental information and is only available in one size.

- Birth/Deceased Certificate (includes Parental information) } regular service - \$27.00 per certificate (average 2 to 5 days processing time)
- Birth/Deceased Certificate (includes Parental information) } Courier Service - \$60.00 per event*

*NOTE: All services, other than courier services, will be mailed. Courier service requests are produced the next business day. Delivery time is dependent on shipping destination. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process. Courier Service will not be attempted at the following residence types: post office box, apartment complex, homes that utilize Super Box mailboxes and basement suites. Instead, a delivery notice with instructions will be left at those residences and the package delivered to the nearest postal outlet. ID and signature will be required upon pick up.

NOTE - if the death occurred:
Within BC:
 You must submit an original or a photocopy of a death certificate for the deceased individual.
Outside BC:
 You must submit an original death certificate or a certified* photocopy of a death certificate for the deceased individual.
 * A certified copy is a photocopy of a document, authenticated by an authorized official such as a Lawyer, Notary Public or Commissioner for Taking Affidavits, as a true photocopy of the original document.

YOUR RELATIONSHIP TO BIRTH

- Executor/ Executrix Relative Relative is defined as: Mother, Father, Son, Daughter, Sister, Brother, Spouse, Grandparent, Grandchild. Proof of relationship is required. See reverse for acceptable documentation. Other* _____ (*requires written authorization from an eligible applicant)

Reason Certificate Required _____

NOTE: If the above particulars are not completed in full, or if the correct payment per service requested is not enclosed, your request will be returned by mail.

YOUR SIGNATURE (written): _____

Payment Methods	
<input type="checkbox"/> Cheque *	<input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
* Postdated cheques are not accepted	
AMOUNT ENCLOSED \$ _____	Interac/Cash payment may be made in person at one of our three offices. If paying by cheque or money order, make payable to the Minister of Finance.
	Card holder signature _____
	PRINT Card holder name as shown on Credit Card _____
	Credit Card # _____ Expiry date _____

IMPORTANT INFORMATION

TO AVOID DELAY

- * Please note who qualifies to apply for a certificate (see Section 3 below).
- * It is against postal regulations to send cash through the mail. Payment in **Canadian funds** should be forwarded by cheque (**Postdated cheques are not accepted**), bank draft or money order made **payable to the Minister of Finance**. Credit Card payments are accepted. Please complete the Credit Card portion on the front of this form.
- * Be sure your address and telephone number are correct and clear.
- * A service charge of \$30.00 will be levied on all cheques not honoured by the payees' financial institution.
- * Please attach a photocopy of the death certificate to this application form and state your relationship to the deceased. **Read note on the front of this form for further details.**

1) FEES

Fees as noted for each requested copy on the front of this form.

**All fees subject to change. If ordering after April 1, 2012, contact our office for current fees.*

2) INFORMATION PROVIDED

Certificates contain the following information and are in upper case.

Birth/Deceased Certificates (Includes name, date, place, sex, registration date and number, parents' names and birthplace).

3) WHO QUALIFIES TO APPLY FOR A BIRTH/DECEASED CERTIFICATE

Birth/Deceased certificates may be released to:

- a) The Executor or Executrix of the estate (a photocopy of a will or court order is required to support the application);
- b) A relative with proof of relationship;
- c) A person who has written authorization from a person described in line a) and b);
- d) An officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties;
- e) Any other person who satisfies the Chief Executive Officer concerning the good faith of the person's cause for requiring the certificate.

Note: A relative is defined as: Mother, Father, Son, Daughter, Sister, Brother, Spouse, Grandparent, Grandchild.

Acceptable documentation to establish proof of relationship for a relative includes:

- photocopy of a certified birth registration;
- photocopy of a parental certificate and if required;
- associated marriage certificates.

MAILING ADDRESS

Vital Statistics Agency
PO Box 9657 STN PROV GOVT
Victoria BC V8W 9P3

ENQUIRIES & CREDIT CARD ORDERS

Telephone: **250 952-2681** (Victoria & Outside BC)
Toll free: **1 888 876-1633** (within BC)

OR VISIT ONE OF OUR OFFICES

VICTORIA:
818 Fort St
Victoria BC

VANCOUVER:
250 - 605 Robson St
Vancouver BC

KELOWNA:
101 - 1475 Ellis St
Kelowna BC

Check our Web Site at: <http://www.vs.gov.bc.ca>

The information on this form is collected under the authority of the **Vital Statistics Act** (RSBC 1996, c.479, Sec. 37 & 38). The information provided will be used to fulfill the requirements of the **Vital Statistics Act** for the release of birth information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Service Representative at 250 952-2681, or write to the mailing address above.