



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 NUMBER (INCLUDING AREA CODE) WORK NUMBER (INCLUDING AREA CODE) IF COMPANY, ATTENTION:
E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY)

BIRTH DETAILS
SURNAME NOTE: If application is for the birth certificate of a married person, the surname at birth must be provided, not the surname from marriage
GIVEN NAMES & SEX First Middle Names MALE FEMALE
DATE & PLACE OF BIRTH Month (abbreviated) Day Year City Province BRITISH COLUMBIA

FATHER 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 (see reverse for fee information and limits on number of certificates)

Large and small certificates are mailed separately

- Certificate (Small) } regular service - \$27.00 per certificate
Certificate (Large) } (average 5 to 7 days processing time)
Registration Photocopy, regular service - \$50.00 per photocopy
Registration Photocopy, rush 24 hour processing - \$60.00 per event
Certificate (Small) } rush 24 hour processing - \$60.00 per event*
Certificate (Large) }

*NOTE: All services, other than rush services, will be mailed. Rush services, 24 hour service indicates in-office processing time once received. Courier time is additional. 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.

PAYMENT METHOD SUBMITTED BY CREDIT CARD SUBMITTED BY
Cheque Mail In Person
Money Order Mail In Person
Credit Card (complete Credit Card section on the right)
* Interac/Cash payment may be made in person at one of our four offices. Cheque or money order made payable to the Minister of Finance.
Postdated cheques not accepted.
AMOUNT ENCLOSED \$
CREDIT CARD: Visa, MasterCard, American Express
Credit Card number: #
Card holder name as shown on Credit Card
Expiry date
Card holder signature
NOTE: Certificates may be ordered using a credit card. Please see reverse for contact information. The additional cost for credit card transactions (\$5.95) is collected as a service fee by VitalChek.

YOUR RELATIONSHIP TO BIRTH
Self *Mother or *Father *Other
(+if child is under 19 or incapable) (*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):

IMPORTANT INFORMATION

TO AVOID DELAY

- ◆ Complete all sections in full. (All requests with incomplete information must be accompanied by a written explanation for the omission and include two pieces of identification, including one picture ID, and written verification of identity on official letterhead from a Physician, Lawyer, Notary Public, or Religious Representative who has known you for at least two years.)
- ◆ Be sure you are authorized to make the request (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 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 \$20.00 will be levied on all cheques not honoured by the payees financial institution.
- ◆ If you are applying for a birth certificate copy for an individual who is deceased, please attach a photocopy of the death certificate to this application form.

1) FEES AND LIMITS ON NUMBER OF CERTIFICATES

Fees as noted for each requested copy on the front.

**Fees effective January 2, 1996. All fees subject to change. If ordering after April 1, 2007, contact our office for current fees.*

For security purposes the maximum number of large or small birth certificates which may be ordered is **TWO (2)** of each size.

2) INFORMATION PROVIDED

Certificates contain the following information:

Birth Small - name, date, place, sex, registration date and number

Birth Large - name, date, place, sex, registration date and number, parents' names and birthplace

NOTE: Content of certificates is in upper case.

Photocopies

Registration Photocopies are rarely needed by citizens and are by law for restricted use only. A Photocopy of a Registration of Birth, contains all the information which appears on the original Birth Registration.

NOTE: Registration Photocopies are generally only required for court purposes. They are not for use as identification.

3) WHO QUALIFIES TO APPLY FOR A BIRTH CERTIFICATE

Birth certificates may be released to:

- The person who is the subject of the certificate;
- A parent of the person who is subject to the certificate, if that person is less than 19 years of age or incapable;
- A custodial guardian if no parent under paragraph (b) is capable; (See note below)
- A person who has written authorization from a person described in paragraph a), b) or c) to be issued the certificate;
- An officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties
- Any other person who satisfies the Chief Executive Officer concerning the good faith of the person's cause for requiring the certificate

NOTE: Custodial guardians must provide a copy of guardianship papers.

OTHER SERVICES

Certified Genealogy Copy, Commemorative Birth Certificates, Special Anniversary Certificates

To obtain an application for any of these services, please visit our website or contact one of our offices by telephone or in person.

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 given below.

MAILING ADDRESS

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

ENQUIRIES

Telephone: 250 952-2681 Victoria

ORDERING BY CREDIT CARD

Telephone: 250 952-2557 (Victoria & outside BC)
FAX: 250 952-2182
Toll free: 1 888-876-1633 (within BC)

OR VISIT ONE OF OUR OFFICES

818 Fort Street
Victoria BC

250 - 605 Robson Street
Vancouver BC

101 - 1475 Ellis Street
Kelowna BC

433 Queensway Street
Prince George BC

Telephone: 250 712-7562

Telephone: 250 565-7105

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