

MAILING ADDRESS INFORMATION

PRINT your name, address and identifying information clearly. This portion is used when mailing your certificate or correspondence.		FOR VSA OFFICE USE ONLY: AFS#	
Surname		Given Name(s)	
Residential Address		City/Town/Village, Province/State, Country	
Postal/Zip Code	Home phone (include area code)	Work phone (include area code and any extension)	
<input type="checkbox"/> I authorize the Vital Statistics Agency to mail correspondence and/or legal documents to the person/organization listed below. (Authorization required if mailing address is different from residential address.)			
Company and/or Individual Name		Mailing Address (if different from residential address)	
City/Town/Village, Province/State, Country		Postal/Zip Code	

BIRTH DETAILS	SURNAME*		*NOTE: Provide your surname at birth/adoption or following a legal change of name even if you currently use a surname by marriage.	
	GIVEN NAMES & SEX	First Name	Given Name(s)	Sex
	DATE & PLACE	Month (e.g. FEB) MMM	Day DD	Year YYYY
FATHER/PARENT DETAILS	SURNAME			
	GIVEN NAMES	First Name	Middle Name(s)	
	BIRTHPLACE	City/Town/Village	Province/State	Country
MOTHER DETAILS	MAIDEN SURNAME**		** NOTE: A maiden surname is the last name given at birth, or if a legal change of name has been completed, the new last name as noted on the change of name certificate.	
	GIVEN NAMES	First Name	Middle Name(s)	
	BIRTHPLACE	City/Town/Village	Province/State	Country

YOUR RELATIONSHIP TO THE BIRTH

☐ Mother, father/parent. (Proof of relationship is not required for parents listed on the birth record.)
☐ Relative (Son, daughter, sister, brother, spouse, grandparent, grandchild. Proof of relationship is required. See reverse for acceptable documentation.)
☐ Executor/Executrix ☐ Other (requires written authorization from an eligible applicant) _____

Reason certificate is required _____ Signature **X**

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.

SUBMIT THE FOLLOWING WITH YOUR APPLICATION

- Documentation to prove relationship unless you are a parent listed on the birth record. See reverse for acceptable documentation.
- Photocopy of a government-issued death certificate for the deceased individual.
- Payment (Birth/Deceased Certificates include parental information and measure 21.6 cm x 17.8 cm)
 - ☐ \$27 - Regular mail delivery (Certificate prints in 2-5 business days on average, and is then mailed out using regular postal service.)
 - ☐ \$60 - Courier delivery (Certificate prints the next business day, and is sent to you by courier.†)

*Delivery time is dependent on shipping destination. Fee includes the cost of the search of our records. A certificate is generated upon confirmation of a record held. If no record of the event is found, the fee is applied to the search process.† Courier service is **not** attempted at the following residence types: post office box, apartment complex, homes that use Super Box (community) mailboxes and basement suites. Instead, a delivery notice with instructions is left at those residences and the package delivered to the nearest postal outlet. ID and signature is required upon pick up.*

PAYMENT METHODS

☐ Cheque** (No postdated cheques) ☐ Money Order** ☐ Visa ☐ MasterCard ☐ American Express

Interac/Cash payment may be made in person at any Service BC office. For locations, visit www.servicebc.gov.bc.ca. **If paying by cheque or money order, make payable to the Minister of Finance.

X _____
 Card holder signature

 PRINT card holder name as shown on credit card

Amount Enclosed \$ _____ Credit Card # _____ Expiry date _____

Note: Credit card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.

IMPORTANT INFORMATION

TO AVOID DELAY

- Verify that you are eligible to request a certificate (see Section 3 below).
- Print your complete address and telephone number clearly and completely on your application. To authorize the Vital Statistics Agency to send correspondence and the requested documents to a mailing address that is different from your residential address, you **MUST** check the box and provide your signature beside the statement provided on page one. **Without authorization, we cannot process your request.**
- Attach a photocopy of the death certificate (if available) to this application form and state your relationship to the deceased. For further details, see the front of this form.
- Enclose the correct payment in Canadian funds. Payments made by cheque or money orders should be made payable to the Minister of Finance. **Do not postdate cheques or send cash by mail.** A service charge of \$30.00 is levied on all cheques not honoured by the payee's financial institution. **Note:** Interac/Cash payments can be made in person at a Service BC Centre. Visit www.servicebc.gov.bc.ca to find a location near you.

1) FEES

\$27 for a certificate delivered by regular mail, or \$60 for a certificate delivered by courier service. **Note:** Courier service is **not** attempted at the following residence types: post office box, apartment complex, homes that use Super Box (community) mailboxes and basement suites. Instead, a delivery notice with instructions is left at those residences and the package delivered to the nearest postal outlet. ID and signature is required upon pick up.

2) INFORMATION PROVIDED

Birth/Deceased Certificate includes name, date, place, sex, registration date and number, parents' names and birthplace. All information is listed in UPPER CASE.

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 lines a) and b);
- d) An officer of any provincial government or the Government of Canada requiring the certificate for use in the discharge of official duties;
- e) Any other person satisfying the registrar general 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, or grandchild.

ACCEPTABLE DOCUMENTATION TO ESTABLISH PROOF OF RELATIONSHIP FOR A RELATIVE INCLUDES:

- photocopy of a birth registration; or
- photocopy of a parental certificate; or
- associated marriage certificates.

Note: Parents applying for their child's Birth/Deceased Certificate are **not** required to provide proof of relationship.

CONTACT US

Mailing Address: Vital Statistics Agency, PO Box 9657 Stn Prov Govt, Victoria BC V8W 9P3

Telephone: 250 952-2681 (Victoria & Outside B.C.), 1 888 876-1633 (within B.C.)

Web: www.gov.bc.ca/vitalstatistics

Apply for services in person at any Service BC Centre. Visit www.servicebc.gov.bc.ca for your nearest location.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

This information is collected by the Vital Statistics Agency under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to fulfill the requirements of the *Vital Statistics Act* for the release of birth or death information. Should you have any questions about the collection of this personal information, please contact:

Manager, Vital Statistics Agency, 250 952-2681, PO Box 9657 Stn Prov Govt, Victoria BC V8W 9P3.