

## MAILING ADDRESS INFORMATION

<b>NOTE: Please PRINT your name, address and identifying information clearly.</b> This portion is used when mailing your service or correspondence.		FOR OFFICE USE ONLY: AFS#	
Surname		Given Name(s)	
Mailing Address			
City, Province/State, Country			Postal/Zip Code
Home Telephone Number (including area code)		Work Telephone Number (including area code)	
E-mail Address for Correspondence		If Company Address, Attention:	

**BIRTH**

Surname (* At time of birth, adoption or legal name change)		Given Name(s)		Sex	<b>Please indicate type and number of certificates required</b> <input type="checkbox"/> Genealogy - Registration copy <b>OR</b> <input type="checkbox"/> Commemorative Certificates ↓ Click on link below to see certificate options and their item numbers. Enter your selection in the box (below). <a href="http://www2.gov.bc.ca/gov/content/life-events/birth-adoption/births/birth-certificates/commemorative-birth-certificates">www2.gov.bc.ca/gov/content/life-events/birth-adoption/births/birth-certificates/commemorative-birth-certificates</a> Item # <input type="text"/>
Month	Date of Birth Day	Year	Place of Birth (City/Town/Village)		
Surname of Father/Parent		Given Name(s)		Birthplace of Father/Parent (City, Prov/State, and Country)	
Maiden/Birth Surname* of Mother		Given Name(s)		Birthplace of Mother (City, Prov/State, and Country)	

**MARRIAGE**

Month	Date of Marriage Day	Year	Place of Marriage (City/Town/Village)		<b>Please indicate number of certificates required</b> <input type="checkbox"/> Genealogy - Registration copy
*Surname of Party 1		Given Name(s)		Birthplace of Party 1 (City, Prov/State, and Country)	
*Surname of Party 2		Given Name(s)		Birthplace of Party 2 (City, Prov/State, and Country)	

**DEATH**

Surname of Deceased		Given Name(s)		Month	Date of Death Day	Year	Sex	Age	<b>Please indicate number of certificates required</b> <input type="checkbox"/> Genealogy - Registration copy
Place of Death (City/Town/Village)			Birthplace (City, Prov/State, and Country)						
Permanent Residence at Time of Death (Street and City, if known)									

\* 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.

**Your Relationship to the Event:**     Self     Mother     Father     Spouse     Other: \_\_\_\_\_

**Reason Certificate Required:** \_\_\_\_\_

**Your Signature:** **X** \_\_\_\_\_

## PAYMENT METHODS

<input type="checkbox"/> Certified Cheque or Money Order payable to the Minister of Finance (No personal or postdated cheques) <input type="checkbox"/> Credit Card: Please bill my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<div style="border: 1px solid black; padding: 5px;">         Interac/Cash payment may be made in person at any Service BC office. (Visit <a href="http://www.servicebc.gov.bc.ca">www.servicebc.gov.bc.ca</a> for locations.) If paying by certified cheque or money order, make payable to the <b>Minister of Finance</b>.       </div>
Total Amount: \$ _____ Card Holder Name _____ (PRINT name as shown on credit card)    Signature <b>X</b> _____ Card # _____    Expiry date _____	

**NOTE:** Credit card information will not be retained. Upon authorization of the payment request, all credit card information will be destroyed.

**PLEASE READ NOTES ON REVERSE OF THIS FORM**

## COMPLETING THE APPLICATION FORM

### WHO QUALIFIES TO APPLY

- **Commemorative Birth Certificates** may be released to
  - a) you, if the record pertains to your own birth
  - b) parent(s) of a child
  - c) guardian; copy of guardianship papers must be attached
  - d) a person on the written consent of "a" or "b" above
- **Birth Genealogy** (Certified Registration Copy for Genealogical Research) may be released to
  - a) you, if the record pertains to your own birth
  - b) parent(s) of a child
  - c) custodial guardian; copy of guardianship papers must be attached
  - d) anyone, as long as the person has been dead for 20 years, and proof of death is provided
  - e) anyone, if the record has been in existence for 120 years
  - f) a relative of the person named, on production of proof of death and relationship†
  - g) a person on the written consent of the eligible person
- **Marriage Genealogy** (Certified Registration copy for Genealogical Research) may be released to
  - a) you, if the record pertains to your own marriage
  - b) a relative of the person named, on production of proof of death and relationship†
  - c) anyone, as long as the parties to the marriage have both been dead for 20 years, and proof of death is provided
  - d) anyone, if the record has been in existence for 75 years
  - e) a person on the written consent of an eligible person
- **Death Genealogy** (Certified Registration Copy for Genealogical Research) may be released to
  - a) a relative of the deceased, on production of proof of relationship†
  - b) anyone if the event occurred more than 20 years ago
  - c) a person on the written consent of an eligible person

†**Eligible applicants are as follows, and proof of relationship MUST be provided:**

Mother - Father - Son - Daughter - Sister - Brother - Spouse - Grandparent - Grandchild

**Acceptable proof of relationship for a relative** includes a photocopy of a certified birth registration, a parental certificate and/or associated marriage certificates.

### FEES

- For each certificate, \$50.00. Fee is for a search of records - a positive search results in service. Where a service cannot be provided because no record exists, a \$50.00 search fee is assessed.
- Payment to be made in Canadian funds by credit card, or *certified* cheque or money order payable to the Minister of Finance.

**Note:** Personal and postdated cheques are **not** accepted.

### TO AVOID DELAY

- Complete the appropriate section **in full**. (All requests with incomplete information must be accompanied by a signed, written explanation for the omission. If any portion of the relevant event information is left blank, the application will be returned by mail for completion).
- Be sure you are authorized to make the request.
- Enclose the correct fee by certified cheque, money order or credit card (Canadian Funds).
- Ensure that your address and telephone number are correct and clear.

### 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:** [www2.gov.bc.ca/gov/content/life-events](http://www2.gov.bc.ca/gov/content/life-events)

Apply for services in person at any Service BC Centre. Visit [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca) for your nearest location.

### 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 life events 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.



The Vital Statistics Agency provides a number of services and certificates for genealogical purposes. The services that we provide are listed below.

### GENEALOGY

Since 1872, the Agency has recorded births, marriages, and deaths occurring in British Columbia. The Agency issues unique registration copies containing all the information recorded on the original record for genealogical research.

The weight or time of birth may not be available for birth records prior to 1951, but when possible, the Agency provides these separately with the birth registration copy.

BC Archives and the Vital Statistics Agency collaborated to provide an electronic index to British Columbia's historical birth, death, and marriage records. To access this index, go to [search-collections.royalbcmuseum.bc.ca/Genealogy](http://search-collections.royalbcmuseum.bc.ca/Genealogy).

### ADOPTION SERVICES

Under the *Adoption Act* in B.C., individuals 19 years of age or older and/or their birth parents can access the adopted person's birth registration and adoption order.

To learn more about adoption services, visit our website at [www2.gov.bc.ca/gov/content/life-events](http://www2.gov.bc.ca/gov/content/life-events), or contact a Vital Statistics Representative at 250 952-2681.

### COMMEMORATIVE BIRTH CERTIFICATES

Commemorative birth certificates are a decorative way to mark the occasion of a birth in B.C. Each certificate includes the individual's full name, date and time of birth, birth place, birth weight, and sex. There are 42 options to choose from:

- Newborn style - Playful toys embellish the border of the certificate and space is provided to add a newborn's photograph. Select from five coloured backgrounds: white, yellow, green, pink, or blue.
- Classic style - Features the flag and coat of arms of British Columbia.
- B.C. Series - Stylized scenes portray 36 regions of the province.

Find more information and view the complete collection at:

[www2.gov.bc.ca/gov/content/life-events/birth-adoption/births/birth-certificates/commemorative-birth-certificates](http://www2.gov.bc.ca/gov/content/life-events/birth-adoption/births/birth-certificates/commemorative-birth-certificates).

**Important Note** - Commemorative certificates are *not* identity documents and *cannot* be used to obtain benefits or services such as passports.

### GENEALOGICAL RESOURCES FOR BRITISH COLUMBIANS

The Vital Statistics Agency publishes the guide, *Genealogical Resources for British Columbians*, which describes genealogical resources throughout B.C. and Canada and provides contact information. Download and print the guide from our website:

[www2.gov.bc.ca/assets/gov/birth-adoption-death-marriage-and-divorce/births/vsa006.pdf](http://www2.gov.bc.ca/assets/gov/birth-adoption-death-marriage-and-divorce/births/vsa006.pdf).

#### 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:** [www2.gov.bc.ca/gov/content/life-events](http://www2.gov.bc.ca/gov/content/life-events)

Apply for services in person at any Service BC Centre. Visit [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca) for your nearest location.