



STATUTORY DECLARATION Re: Correction of Error or Omission in Birth Registration

Please read the instructions and documentation requirements on the reverse.

APPLICANT'S INFORMATION

NOTE: 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 AS CURRENTLY REGISTERED

EVENT SURNAME (IF MARRIED WOMAN, GIVE SURNAME ON BIRTH CERTIFICATE)			GIVEN NAME(S)	SEX
MONTH	DATE OF BIRTH DAY	YEAR	PLACE OF BIRTH (CITY, TOWN OR VILLAGE)	
SURNAME OF FATHER/PARENT		GIVEN NAME(S)	BIRTHPLACE OF FATHER/PARENT (CITY, PROV/STATE, COUNTRY)	
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)	BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)	
REGISTRATION #				

CORRECTION OF ERROR OR OMISSION

The following items of information are incorrect or missing:

The items listed above, should read as follows:

DECLARATION

- I/We desire the correction(s) as shown above to be made pursuant to the *Vital Statistics Act*.
- I/We have **enclosed all certificates in my/our possession** that relate to this event and understand that they will not be returned on completion of this alteration/amendment.
- I/We understand that **all certificates affected by this correction will be ordered cancelled** under Section 40.1 of the *Vital Statistics Act*.
- I/We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____
 in the Province of British Columbia, this _____ (DAY)
 day of _____ (MONTH), _____ (YEAR)

 * (SIGNATURE OF MOTHER OR DECLARANT)

 * (SIGNATURE OF FATHER/PARENT OR DECLARANT)

 SIGNATURE OF LAWYER, ARTICLED LAW STUDENT,
 NOTARY PUBLIC, OR COMMISSIONER FOR TAKING AFFIDAVITS

* Note: The signature of both parents is required for a change to the birth record of a minor.

Complete the Services/Fees area on the reverse before submitting this request.

HOW TO APPLY FOR A CORRECTION OF ERROR OR OMISSION IN REGISTRATION

Do you want to add the father's information to the birth registration? As the process to add the father varies with circumstances, please contact Customer Service for assistance by calling **250-952-2681** in Victoria or **1-888-876-1633** within BC.

To correct an error or omission on a birth registration, complete ALL of the following steps:

- 1** - Complete page 1 of the Statutory Declaration **EXCEPT** the bottom section entitled, "Declaration".
- 2** - Collect **original** documents as evidence to support the requested correction. Examples of evidence include:
 - ▶ Birth certificate
 - ▶ Canadian citizenship papers/card
 - ▶ Canadian Permanent Resident Card
 - ▶ Landed immigrant papers (not acceptable if issued for travel purposes only)
- 3** - Take the **unsigned Statutory Declaration AND original documents of evidence supporting the correction** to a person who is authorized to take oaths and affidavits (i.e. notary public, lawyer, articulated law student, or Service BC agent). This person will do two things for you:
 - ▶ Witness your signature(s) on the "Declaration" section of the Statutory Declaration, sign, and stamp the form with an official stamp.
 - ▶ Photocopy each document you have brought as evidence, and stamp and sign the photocopies to certify them as copies of the original documents. **Vital Statistics cannot accept your evidence unless it has been certified.**

Tip - Legislation allows authorized persons to charge a fee for this service. Find out about fees before visiting an office.
- 4** - If you would like a new birth certificate or registration photocopy reflecting the change, fill out the "Birth Certificate and Registration Photocopy Order" section below.
- 5** - Submit **ALL** of the following. Your application cannot be processed if **ANYTHING** is missing from your application.
 - ✓ "Statutory Declaration Re: Correction of Error or Omission in Birth Registration" form with your signature(s) witnessed.
 - ✓ **Certified copies** of evidence to support the correction (you keep the originals).
 - ✓ **All birth certificates or birth registration photocopies** listing the incorrect information.
 - ✓ **Payment** for the correction, **plus** the cost of any new certificates or registration photocopies.

BIRTH CERTIFICATE OR BIRTH REGISTRATION PHOTOCOPY ORDER

Birth certificates are available in two versions: one with personal information only, and one with parental information included. All certificates are the same size, and are mailed separately.

- | | | |
|--|--|---|
| <input type="checkbox"/> Certificate (Individual Information only) | } Regular service - \$27.00 each
(average 2 to 5 business days processing time plus regular mail delivery time.) | <input type="checkbox"/> Registration Photocopy, Regular Service \$50.00 each
(average 20 business days processing time, plus regular mail delivery time) |
| <input type="checkbox"/> Certificate (Includes Parental Information) | | <input type="checkbox"/> Registration Photocopy, Courier Service* - \$60.00 each |
| <input type="checkbox"/> Certificate (Individual Information only) | } Courier Service* - \$60.00 each | |
| <input type="checkbox"/> Certificate (Includes Parental Information) | | |

***NOTE:** All documents ordered from the Vital Statistics Agency are sent by regular mail unless courier service is requested. Delivery time varies based on the shipping destination. When courier service is requested, the document prints on the day following the request and is sent out by courier service. Clients who pick up mail at a post office box, Super Box, basement suite, or apartment complex will be left a delivery notice with instructions to pick up the delivery at a nearby postal facility. ID and signature are required at the time of pickup. If a document is requested and a search of Vital Statistics records finds no record of the event, the \$27.00 fee is applied to the cost of the search.

CONTACT INFORMATION

Mailing Address: Vital Statistics Agency, PO Box 9657 Stn Prov Govt, Victoria BC V8W 9P3
Telephone: (Victoria & Outside B.C.) 250 952-2681, (within B.C.) 1 888 876-1633
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.

The information on this form is collected under the authority of the *Vital Statistics Act* (RSBC 1996, c479 s 3(1)). The information provided will be used to correct the registration, produce certificates and provide statistical and demographic information required for the administration of the Health Care system. If you have any questions about collection and use of this information contact a Vital Statistics Client Service Representative at 250 952-2681, or write to the mailing address given above. Personal information will be used and disclosed in accordance with the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*.

PAYMENT METHODS

- Cheque * Money Order Visa MasterCard American Express
- * Postdated cheques not accepted

AMOUNT ENCLOSED FOR:

Correction \$ **27.00**

New Certificate (see fee above) _____

Total Amount Enclosed \$ _____

Interac/Cash payment may be made in person at any Service BC location. Cheque or money order made payable to the Minister of Finance.

Card holder signature

PRINT Card holder name as shown on Credit Card

Credit Card # _____ Expiry date _____