



Please read the instructions and documentation requirements on page 2 of this form.

APPLICANT'S INFORMATION

Form section for Applicant's Information including fields for Surname, Given Name(s), Mailing Address, City/Town/Village, Province/State, Country, Postal/ZIP Code, Home Phone, Work Phone, and If Company, Attention.

BIRTH AS CURRENTLY REGISTERED

Form section for Birth as Currently Registered including fields for Event Surname, Given Name(s), Sex, Date of Birth, Birthplace, Surname of Father/Parent, Father/Parent's Given Name(s), Birthplace of Father/Parent, Maiden Surname of Mother, Mother's Given Name(s), and Birthplace of Mother.

*A maiden surname is the last name given at birth, or if a legal change of name has been completed, her new last name as noted on the Certificate of Change of Name. In Canada, the mother's birth surname or surname following a legal change of name is always listed on the child's birth registration and the parental birth certificate, even if she is married.

CORRECTION OF ERROR OR OMISSION

Form section for Correction of Error or Omission with two main text areas for describing the error and the correct information.

DECLARATION

- Declaration statements including: 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, and 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.

Signature lines for the declaration, including fields for 'Declared before me at', 'in the Province of British Columbia, this Day', 'day of Month, Year', and three signature lines with 'X' marks and asterisks.

† NOTE: The signature of BOTH parents is required for a change to the birth record of a minor.

Complete the "Birth Certificate or Birth Registration Photocopy Order" section on page 2 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 (and outside B.C.) or **1 888 876-1633** within B.C.

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

- 1** - Complete page 1 of this 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 Permanent Resident Card
 - ▶ Canadian citizenship papers/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, articled 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. 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. 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: www2.gov.bc.ca/gov/content/life-events

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

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 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.

PAYMENT METHODS

- Cheque* Money Order* Visa MasterCard American Express

*Postdated cheques are not accepted. Make cheques or money orders payable to the Minister of Finance. Interac/Cash payments can be made in person at a Service BC office. Visit www.servicebc.gov.bc.ca to find a location near you.

AMOUNT ENCLOSED:

Amendment Fee \$ **27.00**

New Certificate(s) \$ _____
(See fees above)

Total Amount Enclosed \$ _____

X _____

Card holder signature

PRINT card holder name as shown on credit card

Credit Card # _____ Expiry date _____

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