



APPLICANT'S INFORMATION / FOR OFFICE USE ONLY
Surname, Given Name(s), Mailing Address, City/Town/Village, Province/State, Country, Postal/Zip Code, Home Phone Number, Work Phone Number

Is this application a Wills Search for a living person? (See 2c under "Procedure" on back of page.) Yes No

Complete either Section A or Section B, then complete Section C

SECTION A - APPLICATION FOR WILLS SEARCH / SECTION B - SOLICITORS OR NOTARIES ONLY
A photocopy of a government-issued certificate of death is enclosed.
I, am: (a) a solicitor of the Supreme Court of British Columbia (b) a member of the Society of Notaries Public of British Columbia
1) acting on behalf of the below listed individual I request a Living Will Search OR
2) after due investigation, I believe the below named individual, died on at

SECTION C - SEARCH REQUEST DETAILS OF DECEASED PERSON
Date of birth Place of birth FEE
Full name (SURNAME, Given Names) \$ 20.00
Also known as (SURNAME, Given Names) + \$ 5.00
Also known as (SURNAME, Given Names) + \$ 5.00
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Also known as (SURNAME, Given Names) + \$ 5.00
Courier Service\* Requested Yes No + \$ 33.00
NOTE: All services, other than courier services, are mailed. Courier service requests are produced the next business day. Delivery time is dependent on shipping destination. Fee includes the cost of the search of our records. Search results are 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 are required upon pick up. TOTAL: \$

PAYMENT METHODS
Cheque Money Order Visa MasterCard American Express
Amount Enclosed: \$
Interac/Cash payment may be made in person at any Service BC office. \*If paying by cheque or money order, make payable to the Minister of Finance. Postdated cheques are not accepted.
Card holder signature
PRINT card holder name as shown on credit card
Credit Card # Expiry date

## APPLICATION FOR SEARCH OF WILLS NOTICE

- This form may be utilized to determine if the deceased person filed a Wills Notice with the Vital Statistics Agency indicating the location of their will.
- A wills search can be a required component of the wills probate process within the Province of British Columbia. Details of the full probate process are available from your nearest Probate Court.

### PROCEDURE

1. Please complete the front side of this form in full.
  - a) Include your postal code in the mailing address information to ensure search results can be successfully returned to you.
  - b) Provide a telephone number in case your search result is returned as undeliverable.
  - c) Before an application can be processed, it must be signed by the applicant in the location provided on the front side of this form.**Note:** The Application for Search of Wills Notice form must be signed by the applicant prior to probate submission.

2. Eligibility

- a) Provide a **photocopy of a government-issued certificate of death**. **Note:** A signed statement is only accepted *under rare circumstances*. Contact the Vital Statistics Agency for further information.
- b) A lawyer or notary may apply either by acting on behalf of the subject of the wills search or by stating that the subject has passed away.
- c) Other than a lawyer or a notary, only the individual themselves may apply for a wills search for a living person. You will be required to provide picture identification in descending order of preference:
  - Driver's Licence
  - Passport
  - BC ID Card

You must clearly indicate "Will Search for a Living Person" on the first page of the application.

3. Please provide details about the deceased person to ensure the correct Wills Notice information can be located.
  - a) The birthdate (month, day, year - example: April 15, 1915).
  - b) Place of birth.
  - c) The full name of the deceased person (example: SIMPSON, WILLIAM WALTER).
  - d) In those instances where a deceased person may have used another name and may have filed other legal documents under that name, use the "also known as" line(s). **Note: There is an extra charge for this/these additional search(es).**

Example: SIMPSON, WILLIAM WALTER also known as SIMPSON, BILL

Example: PETERS, MARY LOUISE also known as KERR, MARY LOUISE

4. Mail your application for Wills Notice Search to the Vital Statistics Agency, or visit a Service BC office for in-person services. For Service BC locations, go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca).

### ESTIMATED TIME OF DELIVERY

**Mail:** Results are produced within 20 business days; add mailing time *from Victoria* to you.

**Courier:** Results are produced the next business day; add courier delivery time *from Victoria* to you.

### CONTACT INFORMATION

**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.

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 Last Will and Testament 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