

APPLICANT'S INFORMATION		FOR OFFICE USE ONLY					
Surname	Given Name(s)	APPLICATION FOR SERVICE NUMBER					
Mailing Address		Relationship to the Subject of the Will Search					
City, Province/State, Country	Postal/Zip Code	Home Phone Number (include area code)					
If Company, Attention:		Work Phone Number (include area code)					

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
<input type="checkbox"/> A photocopy of a government-issued certificate of death.  <input type="checkbox"/> The search fee must accompany this application when requesting a search.	I, _____ am: <input type="checkbox"/> (a) a solicitor of the Supreme Court of British Columbia <input type="checkbox"/> (b) a member of the Society of Notaries Public of British Columbia  <input type="checkbox"/> 1) acting on behalf of the below listed individual I request a Living Will Search <div style="text-align: center;">OR</div> <input type="checkbox"/> 2) after due investigation, I believe the below named individual, died on _____ at _____
<b>X</b> _____ Written signature of applicant	<b>X</b> _____ Written signature of Solicitor/Notary Acting in accordance with the prescribed legislation

SECTION C - SEARCH REQUEST DETAILS OF DECEASED PERSON		
Date of birth _____	Place of birth _____	<b>FEE</b>
Full name ( <b>SURNAME</b> , Given Names) _____		\$ 20.00
Also known as ( <b>SURNAME</b> , Given Names) _____		+ \$ 5.00
Also known as ( <b>SURNAME</b> , Given Names) _____		+ \$ 5.00
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Also known as ( <b>SURNAME</b> , Given Names) _____		+ \$ 5.00
<b>Courier Service* Requested</b> <input type="checkbox"/> Yes <input type="checkbox"/> No _____		+ \$ 33.00
<b>*NOTE:</b> All services, other than courier services, are mailed. Courier service requests are produced the next business day. <i>Delivery time is dependent on shipping destination.</i> 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 are <u>not</u> 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 is delivered to the nearest postal outlet. ID and signature will be required upon pick up.		<b>TOTAL:</b> \$ _____

PAYMENT METHODS	
<input type="checkbox"/> Cheque <sup>†</sup> (No postdated cheques) <input type="checkbox"/> Money Order <sup>†</sup> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
<b>Amount Enclosed</b> \$ _____	<b>X</b> _____ Card holder signature  _____ PRINT card holder name as shown on credit card
<b>Note:</b> Credit card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.              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**. The search fee must accompany this application when requesting a search. **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 locations, go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca).) Orders also may be placed through BC OnLine at [www.bconline.gov.bc.ca](http://www.bconline.gov.bc.ca) by BC OnLine customers.

### 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.

**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:** <https://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.