

This form is for non-residents of Alberta and for events that occurred within Alberta.

## Out of Province Service Request Ordering Certificates / Documents

Before completing this application check below to see if you are eligible to apply for Vital Statistics' documents, as there are restrictions.

### Certified Certificates and / or Photocopies of a Registration

Birth	Marriage	Death
<ul style="list-style-type: none"> <li>The <b>person</b> whose name is on the birth registration.</li> <li>The <b>parent(s)*</b> of the person whose birth is registered as established by registration documents or by court documents.</li> <li>A <b>guardian, trustee</b>, or person with <b>power of attorney</b> for the person whose birth is registered as established by court documents. Proof is required.</li> <li>Any person with written <b>authorization from</b> the person whose birth is registered or from the parents* of the person whose birth is registered.</li> <li>Any person with an <b>order from the court</b>. Court document is required.</li> <li>A person <b>adopting a child</b> may apply for that child's biological birth certificate. Proof of a pending adoption is required.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business card, etc.).</li> <li>Any person who requires it to comply with the <i>Child, Youth and Family Enhancement Act</i> or the <i>Parentage and Maintenance Act</i>. Proof is required.</li> <li>Any <b>adult next-of-kin**</b> of a person whose birth is registered when that person is deceased. (Common-law is included as next-of-kin).</li> <li>The <b>executor of a person's estate</b>, when the person whose birth is registered is deceased. Proof is required.</li> <li>When the person whose birth is registered is deceased and there are no eligible applicants, an <b>offspring of a deceased next-of-kin**</b> may apply.</li> <li>An <b>Ex-spouse</b> of the person named on the birth registration is only eligible to obtain a "Confirmation Letter" verifying birth details.</li> </ul>	<ul style="list-style-type: none"> <li>A <b>person</b> whose marriage is registered.</li> <li>Any person with <b>written authorization</b> from a person whose marriage is registered.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business card, etc.).</li> <li>Any person with an <b>order from the court</b>. Court document required.</li> <li>A <b>guardian, trustee</b> or person with <b>power of attorney</b>, for a person whose marriage is registered as established by court documents. Proof is required.</li> <li>Any <b>adult next-of-kin**</b> of the deceased bride and/or groom.</li> <li>The <b>executor</b> of an estate of the deceased bride and/or groom. Proof is required.</li> <li>When <b>both</b> bride and groom are deceased and there are no eligible applicants, an <b>offspring of a deceased next-of-kin**</b> may apply.</li> </ul>	<ul style="list-style-type: none"> <li>Any <b>adult next-of-kin**</b> of the deceased person. (Common-law is included as next-of-kin).</li> <li>A <b>guardian, trustee</b>, or person with <b>power of attorney</b> for the deceased person whose death is registered as established by court documents. Proof is required.</li> <li>Any person with <b>written authorization</b> from the person who is an <b>adult next-of-kin**</b> to the deceased person whose death is registered.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business card, etc.).</li> <li>The <b>executor</b> of the deceased person's estate.</li> <li>A <b>funeral home representative</b> who is making, or has made, arrangements for the deceased person.</li> <li>An <b>organization that provides benefits</b> to the deceased persons' survivors or beneficiaries (e.g. insurance company, trust company, financial institution).</li> <li>Any person with an <b>order from the court</b>. Court document required.</li> <li>An <b>Ex-spouse</b> of the deceased, at the discretion of the Director of Vital Statistics.</li> </ul>

### Medical Certificates of Death & Medical Certificates of Stillbirth

- Only adult next-of-kin\*\* may apply. Proof of relationship is required. (If a birth certificate is supplied it must show parentage.)

EXCEPTIONS		
<i>When a birth record is 100 years old or older, anyone may apply for that record.</i>	<i>When a marriage record is 75 years old or older, anyone may apply for that record.</i>	<i>When a death record is 50 years old or older, anyone may apply for that record.</i>

\* **Parent(s)**: the name(s) shown on the legal *Registration of Birth*, or as recognized by court documents.

\*\* **Next-of-kin**: Mother, father, brother, sister, children, spouse, or common-law spouse. This definition can be found in the Fatality Inquiries Act. This definition does not include in-laws, grand children, grandparents, step relatives, aunts, uncles, nieces or nephews. Persons who have been adopted or who have placed their child for adoption are not "next of kin" to biological relations.

## IMPORTANT INFORMATION

### Cost of Certificates

The cost for **each** certificate/photocopy of registration/search letter or genealogical search is **\$40.00 Canadian Dollars** which includes GST and the certificate(s) being returned by **regular** mail.

### How to submit an application

All applications must be sent to Registry Connect and addressed as follows:

**Sending by regular mail:**

Registry Connect  
PO Box 386  
Edmonton AB T5J 2L6

**Sending by registered mail or courier:**

Registry Connect  
The BusinessLink Service Centre,  
100, 10237 - 104 Street,  
Edmonton AB T5J 1B1

### Processing time of application

Under normal circumstances, and if the application has been completed correctly, certificates / documents are usually sent out within five business days of receipt.

Unless other arrangements have been made, certificates / documents are sent out to the applicant's address.

### Documents available to order

Alberta Vital Statistics maintains a registration record of all births, marriages, deaths, and stillbirths (events) that occur in Alberta.

If a record or event cannot be found, a search for a three-year period is carried out automatically and the applicant will be notified.

### **CERTIFIED CERTIFICATES** – containing the following information:

#### **Birth**

**Small** - Full name of individual, date of birth, place of birth, sex, registration number, registration date.

Size: 9.5 x 6.4cm (3 ¾ x 2 ½").

**Large** - Same as small, plus the names of parents and birthplaces of parents (province/country only).

Size: 21.6 x 17.8 cm (8½ x 7").

#### **Marriage**

**Small** - Name of groom, name of bride, date of marriage, place of marriage, registration number, registration date.

Size: 9.5 x 6.4cm (3 ¾ x 2 ½").

**Large** - Same as small, plus the birthplace of groom and bride (province/country only).

Size: 21.6 x 17.8 cm (8½ x 7").

#### **Death**

**Large** - Name of deceased, age of deceased at the time of death, date of death, place of death, usual residence of the deceased (province/country only), sex, marital status, registration number, registration date.

Size: 21.6 x 17.8 cm (8½ x 7").

### **PHOTOCOPY**

A photocopy contains all the information appearing on the *original Registration of Birth, Marriage, Death and Stillbirth*.

For **Death** and **Stillbirth** a photocopy of the original *Medical Certificate of Death or Stillbirth* is available. See the first page to find out if you are eligible to request this as there are restrictions.

**NOTE:** Photocopies are rarely needed by citizens and are, by law, for restricted use only. They are generally only required for court or consulate purposes. They are not recommended for use as identification purposes.

### **SEARCH LETTERS**

A search letter only states that according to the Alberta Vital Statistics office an event is **or** is not recorded. No actual information is provided or confirmed. Each search is a three-year period or portion thereof.

## To avoid delay in the processing of the application the following documents must be provided:

1. A signed application form with all the relevant areas completed, and payment in full.
2. A photocopy of **ONE** of the acceptable items of identification shown below. The identification must be valid (not expired) and belong to the applicant, showing name, document I.D. number and expiry date.

- Driver's Licence/ID Card
- Passport
- Citizenship Card
- Birth Certificate
- Treaty Status Card
- Immigration Visa

**NOTE:** If an applicant does not have one of the above acceptable pieces of identification, contact Registry Connect by telephone, fax or E-mail to get further information.

## Common reasons for an application being returned unprocessed:

- A telephone number where you can be contacted is **not** provided.  
▶ If you do not have a telephone, give the name and number of someone who can be a contact for you.
- A photocopy of a current **acceptable** piece of I.D. is **not** included.  
▶ The identification must belong to the applicant and must be one of the items listed above. Identification that has expired is not acceptable.
- The faxed copy of I.D. is too dark and/or too small.  
▶ Faxed documents must be enlarged and made lighter so the information is clear and legible. Write the I.D. number below the printed one if necessary.
- The applicant is under the age of 14.  
▶ Children under the age of 14 years old must have a parent or guardian apply on their behalf.
- The applicant resides in Alberta.  
▶ Alberta residents must apply through a Registry Agent. See SuperPages under Licensing and Registry Services.

## How to apply for a certificate when identification is lost or stolen

- An eligible applicant (see page 1) can apply on your behalf.
- A family member or trusted friend can apply on your behalf. A letter of authorization/permission written and signed by you must be included with the application.

**NOTE:** This person now becomes the applicant and must provide **their** name, address, phone number, signature, date, etc. in the upper portion of the application and attach a photocopy of **their identification**. They can request that the certificate be sent to you at your address if you wish.

## Faxing an application

Fax application to **780-415-2226**.

Fax orders **must** be paid for by credit card.

Remember to send a photocopy of a current **acceptable** piece of I.D. that belongs to the applicant.

## Payment and return of certificates

See information on page 5 of this form. Please note that postal regulations do not allow cash to be sent through the mail.

**Application for Certificate/Documents  
 Vital Statistics**

**PRINT CLEARLY**

The information below will be used to mail your documents.

All areas of this section **MUST** be completed **OR** the application will be returned.

Full Name of Applicant		Telephone Number <i>(during the day)</i>
Mailing Address	Apartment No.	Street
City / Town / Village		Province / Country
Postal / Zip Code		
If Company, Attention of		Your Reference Number <i>(if applicable)</i>
Reason Certificate Required		
Type of Identification <i>(see page 3 for list of acceptable I.D.)</i> <i>(attach photocopy of applicant's I.D.)</i>	<b>THIS BOX MUST BE COMPLETED</b> I.D. No.	State Your Relationship to Person Named on Certificate
Signature of Applicant <b>X</b>	Date Signed <i>(mm/dd/yyyy)</i>	

The Quantity column must be completed.

Each item is \$40.00

Complete the appropriate section(s) below for the type of certificate you require. All fields within that section must be completed. If you cannot provide this information, attach a written explanation OR the application will be returned.

		Type	Quantity
<b>BIRTH</b>	Last Name <i>(give MAIDEN name if certificate is for a married woman)</i>	Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Date of Birth <i>Month by name   Day   Year</i>	Place of Birth <i>(city, town or village)</i> <i>Only Births that occurred in Alberta</i>	Name of Hospital Where Birth Occurred
	Last Name of Father	Given Names	Birthplace of Father
	Maiden Name of Mother	Known by any Other Last Name	Given Names
		Birthplace of Mother	
		Search Letter	
		Certified Small Certificate	
		Certified Large Certificate	
		Photocopy of Registration	

<b>MARRIAGE</b>	Last Name of Groom	Given Names	Birthplace of Groom	Certified Small Certificate	
	Last Name of Bride <i>(prior to this marriage)</i>	Given Names	Birthplace of Bride	Certified Large Certificate	
	Date of Marriage <i>Month by name   Day   Year</i>	Place of Marriage <i>(city, town or village)</i> <i>Only Marriages that occurred in Alberta</i>		Photocopy of Registration	
				Search Letter	

<b>DEATH</b>	Last Name of Deceased	Given Names	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Large Certificate	
	Date of Death <i>Month by name   Day   Year</i>	Place of Death <i>(city, town or village)</i> <i>Only Deaths that occurred in Alberta</i>	Marital Status <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Photocopy of Registration	
	Usual Residence of Deceased Prior to Death <i>(province / country)</i>	Date of Birth <i>Month by name   Day   Year</i>			Medical Certificate (Restricted)	
					Search Letter	

<b>STILLBIRTH</b>	Last Name	Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female	Photocopy of Registration		
	Date of Stillbirth <i>Month by name   Day   Year</i>	Place of Stillbirth <i>(city, town or village)</i> <i>Only Stillbirths that occurred in Alberta</i>	Name of Hospital Where Stillbirth Occurred		Medical Certificate (Restricted)	
	Last Name of Father	Given Names	Birthplace of Father			
	Maiden Name of Mother	Known by any Other Last Name	Given Names	Birthplace of Mother	Search Letter	

