

**BEFORE YOU BEGIN, HERE IS SOME INFORMATION DESIGNED
TO HELP YOU COMPLETE YOUR APPLICATION**

Are you eligible to apply for the certificate you would like to order?

Please see the eligibility page which lists the types of certificates that are available and who is able to order them.

Did the birth, marriage or death happen in the Province of Alberta?

We are only able to produce certificates where the event happened in Alberta.

Do you have current identification?

A photocopy of current identification is required from the person who is applying for the certificate.

Are you in a hurry or looking to obtain your important document without delay?

We offer a selection of service options to accommodate your needs. One of our most popular service options for people who are in a hurry, or simply want to avoid any potential delays of regular processing, is the Silver Service Option.

Silver Service Option:

- Priority processing of your application (your application will be worked on first).
- You will receive a phone call and/or e-mail if there are any problems or concerns with your application.
- Your certificate will be sent out by regular mail (Canada Post).

Are you in an extreme hurry (RUSH) or looking for the most secure way to receive your important document?

For those people who are in an extreme rush to receive their certificate or who want the most secure and traceable method of delivery, we offer the Gold Service Option (urgent/rush service).

Gold Service Option:

- This is the fastest service option we offer.
- Rush processing of your application.
- You will receive a phone call and/or e-mail if there are any problems or concerns with your application.
- Your certificate will be sent out by courier.
- This is the most secure delivery option available.
- This option enables you to track your package using the waybill number.
- Your signature will be required at the time your certificate is delivered.

Please see the following pages for more information regarding the certificates and how to apply.

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

Medical Certificates of Death and 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

Birth	Marriage	Death
When a birth record is 100 years old or older, anyone may apply for that record.	When a marriage record is 75 years old or older, anyone may apply for that record.	When a death record is 50 years old or older, anyone may apply for that record.

* **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 of who placed their child for adoption are not "next-of-kin" to biological relations.

IMPORTANT INFORMATION

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.

For RUSH service, please see our Gold and Silver Service options on the payment page.

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	Marriage	Death
<p>Personal Information Only</p> <p>Full name of individual, date of birth, place of birth, sex, registration number and registration date</p> <p>Size: 12.5cm (4.9") x 17.6cm (6.9")</p>	<p>Small</p> <p>Name of spouse/partner 1/groom, name of spouse/partner 2/bride, date of marriage, place of marriage, registration number and registration date</p> <p>Size: 9.5 x 6.4cm (3 3/4 x 2 1/2")</p>	<p>Large</p> <p>Name of deceased, age of deceased at the time of death, date of death, usual residence of the deceased (province/country only), sex, marital status, registration number and registration date</p> <p>Size: 21.6 x 17.8cm (8 1/2 x 7")</p>
<p>Personal Information and Parentage</p> <p>Same as above, plus the names of parents and birthplaces of parent (province/country only)</p> <p>Size: 12.5cm (4.9") x 17.6cm (6.9")</p>	<p>Large</p> <p>Same as small, plus the birthplace of spouse/partner 1/groom and spouse/partner 2/bride (province/country only)</p> <p>Size: 21.6 x 17.8cm (8 1/2 x 7")</p>	

Please Note: the wallet size birth certificate is no longer available. If the type and quantity columns are left blank on the application, the applicant will be receiving the Personal Information and Parentage Certificate.

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 for 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.

IMPORTANT INFORMATION *(continued)*

Cost of Certificates

The cost for **each** certificate/photocopy of registration/search letter or genealogical search is **\$39.64 Canadian Dollars** which includes GST and the certificate(s) being returned by **regular** mail. Please note that the postal regulations do not allow cash to be sent through the mail.

*** In the event that a record is not found, all processing fees are still applicable.**

How to submit an application

All applications must be sent to Registry Connect and addressed as follows (we cannot accept any applications by e-mail):

Send applications to:

Registry Connect
Suite 202, 1003 Ellwood Road, SW
Ellwood Office Park South
Edmonton, Alberta, Canada T6X 0B3

Note: You must be a minimum age of 14 to apply. Children under the age of 14 must have a parent or guardian apply on their behalf.

Sending by Fax:

Fax application to 780-415-2226. Fax orders must be paid by credit card.

Please do not send in applications more than one time. Each application received, whether by mail or fax, will be processed and all fees will apply. If you are concerned that your application did not arrive, please call or e-mail Registry Connect.

I.D. that is faxed in must be enlarged and made lighter so the information is clear and legible.

A clear copy of current identification must be submitted with each application

A photocopy of **one** of the acceptable items of identification shown below must be included with the application. 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

**** These are the only 6 types of I.D. that are accepted.**

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

* An eligible applicant can apply on your behalf (see the first page for is eligible to apply).

* 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 must attach a photocopy of **their identification**. They can request that the certificate be sent to you at your address if you wish.

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 (during the day)		
Mailing Address	Apartment No.	Street Address	City / Town / Village	Province / Country	Postal / Zip Code
If Company, Attention of				Your Reference Number (if applicable)	
Reason Certificate Required			State Your Relationship to Person Named on Certificate		
A photocopy of personal identification must be provided and attached to this application. See "Important Information" pages for a list of acceptable I.D.			Type of I.D.	I.D. Number	
Signature of Applicant			Date Signed (mm/dd/yyyy)		

The Quantity column must be completed.

Each item is \$39.64

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
BIRTH	Last Name (give MAIDEN name if certificate is for a married person) Given Names <input type="checkbox"/> Male <input type="checkbox"/> Female	Certificate with Personal Information Only
	Date of Birth (Month by name Day Year) Place of Birth (city, town or village) Type of Birth (Live Birth Still Birth)	Certificate with Personal Information and Parentage
	Last Name of Father/Parent Known by any Other Last Name Given Names Birthplace of Father/Parent	Photocopy of Registration
	Maiden Name of Mother/Parent Known by any Other Last Name Given Names Birthplace of Mother/Parent	Search Letter
MARRIAGE	Last Name of Spouse/Partner 1/Groom (prior to this marriage) Given Names Birthplace of Spouse	Certified Small Certificate
	Last Name of Spouse/Partner 2/Bride (prior to this marriage) Given Names Birthplace of Spouse	Certified Large Certificate
	Date of Marriage (Month by name Day Year) Place of Marriage (city, town or village)	Photocopy of Registration Search Letter
DEATH	Last Name of Deceased Given Names Age <input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Large Certificate
	Date of Death (Month by name Day Year) Place of Death (city, town or village)	Photocopy of Registration
	Usual Residence of Deceased Prior to Death (province / country) Date of Birth (Month by name Day Year)	Medical Certificate (Restricted)
	Marital Status (Never Married Married Common Law Widowed Divorced)	Search Letter
NAME CHANGE	Last Name before Name Change Given Names before Name Change	Legal Name Change Certificate
	New Last Name after Name Change New Given Names after Name Change	
	Date of Birth (Month by name Day Year) Place of Birth (city, town or village) Date of Name Change (Month by name Day Year)	

This page must be completed and sent with the application.

Cost of Certificates: Each certificate/document costs \$39.64 Canadian Dollars.

Choose one of the following service options:

Please do not send in your own pre-paid or pre-addressed envelopes of any kind.

GOLD SERVICE OPTION

- Cost - \$39.64 per document fee, plus \$25 rush processing service fee, plus delivery fee of the courier. (Delivery cost varies according to destination. Registry Connect will add the courier cost to the sub total and charge your credit card accordingly).
- Rush processing of application (contact by phone if there are problems with your application).
- Document sent out by Rush courier (fastest delivery option).

* If your documents are being delivered to a company, the company name, full street address, postal code, phone number and contact name must be provided. If the contact person is not you, please provide an explanation.

* Courier packages cannot be delivered to a PO Box or left in a mailbox. For delivery by courier, provide a daytime address where the package can be delivered to in person and signed for. Any additional courier costs for an undeliverable, redirected, or returned package will be charged directly to the client.

* **For Gold (Courier) Service, payment must be made by credit card only.** The total amount charged to your credit card will include:

- the cost for the certificate(s) - each certificate is \$39.64, plus
- the rush processing service fee of \$25, plus
- the delivery fee of the courier (delivery costs vary according to the destination)

SILVER SERVICE OPTION

- Cost - \$39.64 per document fee, plus \$25 priority processing service fee.
- Priority processing of application (contact by phone if there are problems with your application).
- Document sent out by regular mail.

BRONZE SERVICE OPTION

- Cost - \$39.64 per document fee only (no other fees will apply).
- Regular processing of application.
- Contact by letter if there are problems with your application.
- Document sent out by regular mail.

For all Service Options:
if applicable, provide e-mail address:

Payment Options: PAYMENT IS NON-REFUNDABLE

A \$30.00 service fee is charge for all NSF or returned payments. It is considered fraudulent to obtain a government issued document without payment. All fraudulent payments will be investigated.

Cheque or Money Order (for Canadian or American residents only)

Cheque or Money Order payable to Registry Connect Number of Certificates: _____ Amount Enclosed: \$ _____

Credit Card Number of Certificates: _____

- GOLD SERVICE - \$39.64 per document fee only, plus \$25 rush processing fee, plus delivery fee of courier
- SILVER SERVICE - \$39.64 per document fee, plus \$25 priority processing service fee
- BRONZE SERVICE - \$39.64 per document fee (no other fees will apply)

VISA MASTERCARD Expiry Date (month/year): _____ 3 Digit Security Code (on back of card)

Credit Card Number

I authorize Registry Connect to charge my credit card according to the service option and number of certificates I have chosen.

Name of Cardholder and Relationship to the Applicant

Signature of Cardholder

Telephone Number of Cardholder (include area code)

Please PRINT your e-mail address clearly: _____

