



<b>MAILING ADDRESS INFORMATION</b>				<b>FOR OFFICE USE ONLY: AFS#</b>	
<i>NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.</i>					
SURNAME		GIVEN NAMES		<b>FOR OFFICE USE ONLY</b>	
MAILING ADDRESS					
CITY, PROVINCE/STATE, COUNTRY				POSTAL CODE	
HOME NUMBER (INCLUDING AREA CODE)		WORK NUMBER (INCLUDING AREA CODE)		IF COMPANY, ATTENTION:	
E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY)					

<b>BIRTH DETAILS</b>	SURNAME		<i>NOTE: If application is for the birth certificate of a married person, the surname at birth must be provided, not the surname from marriage</i>			
	GIVEN NAMES & SEX	First	Middle Names		MALE	FEMALE
	DATE & PLACE OF BIRTH	Month (abbreviated)	Day	Year	City	Province <b>BRITISH COLUMBIA</b>

<b>FATHER DETAILS</b>	SURNAME					
	GIVEN NAMES	First	Middle Names			
	BIRTH PLACE	City	Province/State		Country	

<b>MOTHER DETAILS</b>	SURNAME*		<i>* NOTE: Mother's Maiden Surname (Surname before marriage)</i>			
	GIVEN NAMES	First	Middle Names			
	BIRTH PLACE	City	Province/State		Country	

**NUMBER OF SERVICES REQUIRED (see reverse for fee information and limits on number of certificates)**

Large and small certificates are mailed separately

- |  |   |
|--|---|
| Certificate (Small) } regular service - \$27.00 per certificate    | Registration Photocopy, regular service - \$50.00 per photocopy     |
| Certificate (Large) } (average 5 to 7 days processing time)        | Registration Photocopy, rush 24 hour processing - \$60.00 per event |
| Certificate (Small) } rush 24 hour processing - \$60.00 per event* |   |
| Certificate (Large) }  |   |

*\*NOTE: All services, other than rush services, will be mailed. Rush services, 24 hour service indicates in-office processing time once received. Courier time is additional. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process.*

<b>PAYMENT METHOD</b>			<b>CREDIT CARD</b>		
SUBMITTED BY			SUBMITTED BY		
Cheque .....	Mail	In Person	Visa .....	Mail	
Money Order .....	Mail	In Person	MasterCard .....	Phone	_____
Credit Card (complete Credit Card section on the right)			American Express .....	Fax	_____
* Interac/Cash payment may be made in person at one of our four offices. Cheque or money order made payable to the Minister of Finance.			Credit Card number: # _____		
Postdated cheques not accepted.			Card holder name as shown on Credit Card _____		
AMOUNT ENCLOSED \$ _____			Expiry date _____		
			Card holder signature _____		
			<i>NOTE: Certificates may be ordered using a credit card. Please see reverse for contact information. The additional cost for credit card transactions (\$5.95) is collected as a service fee by VitalChek.</i>		

**YOUR RELATIONSHIP TO BIRTH**

Self                      \*Mother or (+if child is under 19 or incapable)                      \*Father                      \*Other \_\_\_\_\_ (\*requires written authorization from an eligible applicant)

Reason Certificate Required \_\_\_\_\_

*NOTE: If the above particulars are not completed in full, or if the correct payment per service requested is not enclosed, your request will be returned by mail.*

**YOUR SIGNATURE (written):** \_\_\_\_\_

# IMPORTANT INFORMATION

## TO AVOID DELAY

- ◆ Complete all sections in full. (All requests with incomplete information must be accompanied by a written explanation for the omission and include two pieces of identification, including one picture ID, and written verification of identity on official letterhead from a Physician, Lawyer, Notary Public, or Religious Representative who has known you for at least two years.)
- ◆ Be sure you are authorized to make the request (see Section 3 below).
- ◆ It is against postal regulations to send cash through the mail. Payment in **Canadian funds** should be forwarded by cheque (**Postdated cheques not accepted**), bank draft or money order made **payable to the Minister of Finance**. Credit Card payments are accepted, please complete the Credit Card portion on the front of this form.
- ◆ Be sure your address and telephone number are correct and clear.
- ◆ A service charge of \$20.00 will be levied on all cheques not honoured by the payees financial institution.
- ◆ If you are applying for a birth certificate copy for an individual who is deceased, please attach a photocopy of the death certificate to this application form.

## 1) FEES AND LIMITS ON NUMBER OF CERTIFICATES

Fees as noted for each requested copy on the front.

*\*Fees effective January 2, 1996. All fees subject to change. If ordering after April 1, 2007, contact our office for current fees.*

For security purposes the maximum number of large or small birth certificates which may be ordered is **TWO (2)** of each size.

## 2) INFORMATION PROVIDED

**Certificates** contain the following information:

Birth Small - name, date, place, sex, registration date and number

Birth Large - name, date, place, sex, registration date and number, parents' names and birthplace

NOTE: Content of certificates is in upper case.

### Photocopies

Registration Photocopies are rarely needed by citizens and are by law for restricted use only. A Photocopy of a Registration of Birth, contains all the information which appears on the original Birth Registration.

NOTE: Registration Photocopies are generally only required for court purposes. They are not for use as identification.

## 3) WHO QUALIFIES TO APPLY FOR A BIRTH CERTIFICATE

Birth certificates may be released to:

- a) The person who is the subject of the certificate;
- b) A parent of the person who is subject to the certificate, if that person is less than 19 years of age or incapable;
- c) A custodial guardian if no parent under paragraph (b) is capable; (See note below)
- d) A person who has written authorization from a person described in paragraph a), b) or c) to be issued the certificate;
- e) An officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties
- f) Any other person who satisfies the Chief Executive Officer concerning the good faith of the person's cause for requiring the certificate

NOTE: Custodial guardians must provide a copy of guardianship papers.

## OTHER SERVICES

### Certified Genealogy Copy, Commemorative Birth Certificates, Special Anniversary Certificates

To obtain an application for any of these services, please visit our website or contact one of our offices by telephone or in person.

The information on this form is collected under the authority of the **Vital Statistics Act** (RSBC 1996, c.479, Sec. 37 & 38). The information provided will be used to fulfill the requirements of the **Vital Statistics Act** for the release of birth information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Service Representative at 250 952-2681, or write to the mailing address given below.

### MAILING ADDRESS

British Columbia Vital Statistics Agency  
PO Box 9657 STN PROV GOVT  
Victoria BC V8W 9P3

### ENQUIRIES

Telephone: 250 952-2681 Victoria

### ORDERING BY CREDIT CARD

Telephone: 250 952-2557 (Victoria & outside BC)  
FAX: 250 952-2182  
Toll free: 1 888-876-1633 (within BC)

### OR VISIT ONE OF OUR OFFICES

818 Fort Street  
Victoria BC

250 - 605 Robson Street  
Vancouver BC

101 - 1475 Ellis Street  
Kelowna BC

433 Queensway Street  
Prince George BC

Telephone: 250 712-7562

Telephone: 250 565-7105

**Check our Web Site at:** <http://www.vs.gov.bc.ca>