



MAILING ADDRESS INFORMATION		FOR OFFICE USE ONLY: AFS#
<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	FOR OFFICE USE ONLY
MAILING ADDRESS		
CITY, PROVINCE/STATE, COUNTRY	POSTAL CODE	
HOME NUMBER (INCLUDING AREA CODE)	WORK NUMBER (INCLUDING AREA CODE)	E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY)

MARRIAGE	Marriage Details	DATE & PLACE OF MARRIAGE	Month (abbreviated)	Day	Year	City	Province BRITISH COLUMBIA	
		SURNAME*						*NOTE: SURNAME BEFORE MARRIAGE
		GIVEN NAMES	First	Middle Names				
		BIRTH PLACE	City	Province/State		Country		
		SURNAME*						*NOTE: SURNAME BEFORE MARRIAGE
		GIVEN NAMES	First	Middle Names				
	BIRTH PLACE	City	Province/State		Country			

DEATH	Death Details	SURNAME						NOTE: ONLY LARGE SIZE DEATH CERTIFICATES ARE AVAILABLE	
		GIVEN NAMES & SEX	First	Middle Names			AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
		DATE & PLACE OF DEATH	Month (abbreviated)	Day	Year	City	Province BRITISH COLUMBIA		
		PERMANENT RESIDENCE BEFORE DEATH	City	Province/State	Country	Place of Birth (City, Province/State, Country)			

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

- Certificate (Small) } regular service - \$27.00 per certificate
- Certificate (Large) } (average 7-10 day processing time)
- Registration Photocopy, regular service - \$50.00 per photocopy
- Registration Photocopy, rush 24 hour service - \$60.00 per event
- Certificate (Small) } rush 24 hour service - \$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.

<p>PAYMENT METHOD</p> <p><input type="checkbox"/> Cheque <input type="checkbox"/> Mail <input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Money Order <input type="checkbox"/> Mail <input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Credit Card (complete Credit Card section on the right)</p> <p>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.</p> <p>Postdated cheques not accepted.</p> <p>AMOUNT ENCLOSED \$ _____</p>	<p>CREDIT CARD</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mail</p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Phone _____</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Fax _____</p> <p>Credit Card number: # _____</p> <p>Card holder name as shown on Credit Card _____</p> <p>Expiry date _____</p> <p>Card holder signature _____</p> <p><small>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.</small></p>
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YOUR RELATIONSHIP TO EVENT Self *Other: _____
 (*requires written authorization from an eligible applicant)

REASON CERTIFICATE REQUIRED: _____

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 Sections 3 & 4 below).
- ◆ It is against postal regulations to send cash through the mail. Payment in **Canadian funds** should be forwarded by cheque, bank draft or money order made **payable to the Minister of Finance**. Postdated cheques not accepted. 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.

1) FEES

Fees as noted for each requested copy on the front. The following conditions apply: where a certificate or registration photocopy cannot be issued because no record exists or the applicant has not supplied sufficient or correct information, a \$27.00 search fee will be assessed.

**Fees effective January 2, 1996. All fees subject to change. If ordering after April 1, 2006, contact our office for current fees.*

2) INFORMATION PROVIDED

Certificates contain the following information:-

Marriage Small - name of each party, date, place, registration date, and registration number

Marriage Large - same as small plus birthdates and places of birth of each party

Death Large only - name, date, age, sex, place of death, birthplace, residence, and registration number

Photocopies

a) Registration photocopies are rarely needed by citizens, are not required for court purposes and are not suitable for identification purposes.

b) Registration photocopies contain all the information about the event as recorded at the time, and are rarely needed for reasons other than personal records.

c) Should you believe that you require a certified photocopy of a marriage or death event registration, please visit our web site at: www.vs.gov.bc.ca or contact our customer enquiry line at **250 952-2681** for eligibility information.

3) WHO QUALIFIES TO APPLY FOR A MARRIAGE CERTIFICATE

Marriage certificates may be released to:

a) either party of the marriage

b) a person who has written authorization of either party to the marriage

4) WHO QUALIFIES TO APPLY FOR A DEATH CERTIFICATE

Death certificates may be released to any person who has a valid reason:

OTHER SERVICES

Genealogy Verification Extract

Special Anniversary Certificates

To obtain an application for any of these services, please visit our web site 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 marriage and death 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. Personal information will be used and disclosed in accordance with the privacy protection provisions of the **Freedom of Information and Protection of Privacy Act**.

MAILING ADDRESS

British Columbia Vital Statistics Agency
PO Box 9657 STN PROV GOV
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>