



APPLICATION FOR SEARCH OF WILLS NOTICE

Form with sections: APPLICANT'S INFORMATION and FOR OFFICE USE ONLY. Includes fields for Surname, Given Names, Mailing Address, City, Postal Code, Home Number, Work Number, and Fax Number.

Complete either Section A or Section B, then complete Section C

Two columns: SECTION A - APPLICATION FOR WILLS SEARCH and SECTION B - SOLICITORS OR NOTARIES ONLY. Section A contains a certificate of death text. Section B contains a declaration and request for search.

SECTION C - SEARCH REQUEST DETAILS OF DECEASED PERSON. Includes fields for Date of birth, Place of birth, Full name, and a list of 'Also known as' names with associated fees. Includes a 'RUSH Service Requested' checkbox and a 'TOTAL:' field.

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 or through your local Government Agent Office/Access Centre.

Procedure

1. Complete the front side of this form in full.
 - a) Please include a postal code in your mailing address information to ensure that the results of the search can be successfully returned to you.
 - b) Please also include 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. Include a copy of the death certificate or statutory declaration if section A was completed for the deceased person. If you are an individual, other than a lawyer or a notary, applying for a Living Will Search then you are required to provide personal identification before your request can be processed. You must clearly indicate "Living Will Search" in the "Applicants Information" section.
3. 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 utilized another name and may have filed their wills notice under that name, utilize the "also known as" line(s).

Note: there is an additional charge for this/these additional searches

(example: SIMPSON, WILLIAM WALTER also known as SIMPSON, BILL) or

(example: PETERS, MARY LOUISE also known as KERR, MARY LOUISE)

4. Mail or deliver your application for Wills Notice Search to any Vital Statistics office, or to any Service BC/Government Agent. Orders may be placed through BC OnLine at www.bconline.gov.bc.ca by BC OnLine customers.
5. **Rush Service:** 24 hour Service indicates in-office processing time once received, courier time is additional. If no record of the event is found, the fee will be applied to the search process.

Orders may be placed by Phone or Fax using a credit card as payment. An additional charge for credit card transactions (\$5.95) is collected by VitalChek as a service fee.

Telephone: 250-952-2557 (Victoria & outside of BC)

Fax: 250-952-2182

Toll Free: 1-888-876-1633

Be sure you have available the credit card you wish to use and a copy of the document establishing proof of death as required for a Wills Search.

MAILING ADDRESS	OTHER VITAL STATISTICS OFFICES		
Vital Statistics Agency PO Box 9657 STN PROV GOVT Victoria, B.C. V8W 9P3 Telephone: 250-952-2681	818 Fort St Victoria B.C. 250 - 605 Robson Street Vancouver BC Web Site: http://www.vs.gov.bc.ca	101 - 1475 Ellis Street Kelowna, B.C. Telephone: 250-712-7562	433 Queensway Street Prince George, B.C. Telephone: 250-565-7105

Payments to be made in Canadian funds by cheque or money order payable to the **Minister of Finance**.

Postdated cheques are not accepted.

The information on this form is collected under the authority of the *Wills Act (RSBC 1996, c489 s36)*. The information provided will be used to search the Wills Notice Registry and produce search results for clients. 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.