

中文

在卑詩省申請出生證書，死亡證書及結婚證書指南

需要證書嗎？

NEED A CERTIFICATE?

A GUIDE TO APPLYING FOR A BIRTH, DEATH OR MARRIAGE CERTIFICATE

Introduction

To order a certificate or other service from the BC Vital Statistics Agency, you must complete an order form called an **Application for Service** form, and mail it to the Agency with the required fee. Please telephone the Vital Statistics Agency for the application form and the current cost of the certificate. You can also order services by telephone, fax or through the web. Please see the last page of this guide for a list of Agency offices and telephone numbers.

Who is allowed to apply for a certificate?

These people can apply for a Birth Certificate:

- Person named on the *Live Birth Registration* form
- Mother of the child
- Father of the child if he was named on the Live Birth Registration form and if he signed the registration form
- An authorized agent of the person named on the Live Birth Registration form
- Spouse of a person named on the registration
- Person with legal custody of the child (A copy of guardianship papers must be attached to the Application for Service form).

These people can apply for a Marriage Certificate

- Bride or groom named on the *Marriage Registration* form.
- An authorized agent of the bride or groom.
- Parents of the bride and groom if they were named on the *Marriage Registration* form.

These people can apply for a Death Certificate

- Anyone who has a valid reason.

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介紹

向卑詩省人口統計局申請證書或其它服務，你必須填寫一份**服務申請表**及連同所需費用郵寄回人口統計局。請致電人口統計局索取申請表和詢問證書所需費用。你也可以以電話、傳真或網頁訂取服務申請表。請查看刊載在指南最後一頁的人口統計局和電話號碼。

誰人可以申請證書？

以下人仕可申請出生證書：

- 註冊在出生證書上的人
- 孩子的母親
- 孩子的父親，若出生證書上有他的姓名及他簽署了註冊文件
- 出生證書上的人所受權的人仕
- 出生證書上的人的配偶
- 孩子的合法撫養人（必須把監護權文件的副本與服務申請表一同遞交）。

以下人仕可申請結婚證書：

- 新郎或新娘
- 新郎或新娘所受權的人仕
- 新郎或新娘的雙親，若他們的姓名刊載在結婚證書內

以下人仕可申請死亡證書：

- 任可有合理原因的人

How Long Will It Take To Receive My Certificate?

Certificates and Photocopies of Birth, Death, and Marriage registrations are usually produced within 7 days. You can also ask for a Rush service, which is provided in 24 hours at a special charge. Please call the Vital Statistics Agency for further information.

CERTIFICATES AND OTHER SERVICES AVAILABLE

Birth, Death or Marriage Certificate

You can only obtain a **Birth, Death or Marriage Certificate** from the Vital Statistics Agency if the birth, death or marriage occurred in British Columbia.

When you order a certificate, you must provide information on the *Application for Service* form that is *identical* to the information that was written on the official *Registration Form* at the time of the birth, death, or marriage. If there are any differences between this application form and the Registration form (such as the spelling of names, the order of names, or the birth date), Vital Statistics cannot print the Certificate.

A **Birth Certificate** is important because it shows a person's legal name and place of birth. It is used for all official identification purposes throughout an individual's life.

A **Death Certificate** is usually required after a person's death to settle their estate. A death certificate is usually provided by the funeral director during the time of the funeral, but you can apply to the Vital Statistics Agency to receive an additional copy.

A **Marriage Certificate** is frequently required to prove that a couple is married. If you were married in British Columbia, you can apply for a marriage certificate from the BC Vital Statistics Agency. If you are planning to get married in British Columbia, a marriage certificate will be mailed to you after your marriage ceremony.

要等多久才可收到我的證書?

通常出生、結婚和死亡的證書和副本在七天內完成。若有需要，你也可要求特快服務，這服務要收取特別費用，證書和副本可在廿四小時內完成。請向人口統計局詢問詳情。

證書及其它的服務

出生、死亡和結婚證書

你可向人口統計局領取**出生、死亡和結婚證書**，但出生、死亡和結婚事件必須在卑詩省內發生。

當你申請證書時，你在服務申請表內所提供的資料必須與出生、死亡或結婚證書內的資料相符。若服務申請表與證書內的資料（例如姓名的串法，姓名的次序或出生日期）不符，人口統計局是不會發出證書的。

出生證書的重要性是它顯示個人的合法姓名和出生地點。這些個人資料是用作辨別他的身份之用。

死亡證書通常是用於處理個人死後的遺產問題。死亡證書可以在出殯儀式時由殯儀館主管發出，你也可向人口統計局申請額外的證書。

結婚證書是用作證明夫婦的結合。如你是在卑詩省結婚的話，你可向卑詩省人口統計局申領結婚證書。如你打算在卑詩省結婚，結婚證書會在你的婚禮後郵寄給你。

The **Birth and Marriage Certificates** are available in small (6.5cm x 9.5cm) or large size (17.5cm. x 21.5cm) Please indicate on the form the size that you require. The **Death Certificate** is available in a large size only. Certified photocopies of the original registration forms are also available.

Special Verification Letters

The Agency can also produce a **Marital Status Letter** or **Special Verification Letter** for a death, which confirms that the marriage or death occurred in British Columbia. A search will be done of the Vital Statistics files to confirm if a particular person has married or has died in B.C. Please call the Vital Statistics Agency for further information about this service.

Genealogy Certificate

The Vital Statistics Agency can produce Genealogy Certificates for births, deaths, and marriages, which occurred in British Columbia from 1872 to today. These certificates usually show more information than is printed on large certificates. However, there are specific restrictions on who is able to apply for records. Please call the Vital Statistics Agency for further information about this service.

Commemorative Certificate of Birth

A series of Commemorative Birth Certificates are available from the Agency. These decorative certificates are intended as keepsakes, suitable for framing. They are not legal documents. Parents who are interested in finding out more information about these certificates should contact the Vital Statistics Agency.

出生和結婚證書分小形（6.5公分 x 9.5公分）或大形（17.5公分 x 21.5公分）兩種。請在表格內顯示你所要的大小。**死亡證書**祇有大形的。你也可申領證書的公認副本。

特別證明信件

人口統計局可以發出**婚姻狀況信件**或死亡的**特別證明信件**，以證明這些婚姻或死亡是在卑詩省內發生。在人口統計局的檔案中尋找，以證明某人在卑詩省內結婚或死亡。關於這服務，請與人口統計局查詢詳情。

族譜式證書

人口統計局能提供自 1872 年至今在卑詩省出生、死亡和結婚的族譜式證書。通常，這些證書比大形的證書有更多資料。可是，申請這類證書卻有些限制。請與人口統計局查詢申請這服務的詳情。

紀念性出生證書

人口統計局備有一系列的紀念性出生證書。這些經過修飾的證書可擺放相架作紀念品之用。它們並不是合法文件。若父母有興趣知道詳情，請與人口統計局聯絡。

HOW TO COMPLETE AN APPLICATION FOR SERVICE FORM

This form must be completed to order any certificate or other service from the BC Vital Statistics Agency.

The information that will be printed on the certificate is taken from the original registration form that was submitted to the Vital Statistics Agency at the time of the birth, death or marriage. The information that you provide on the Application for Service form is only used to identify the correct registration record. It is important that the information on the registration form and this application form match. A certificate cannot be printed if the information is not complete and accurate.

Please contact the Vital Statistics Agency for the current fee for the certificate. You can pay by cheque or by money order which you can obtain from your bank or post office. Payment may also be made by credit card.

Please print clearly and ensure that all the information provided is complete and accurate.

Please **do not** use red or green ink or a pencil. Use blue or black ink.

Please **do not** fill in the shaded areas.

INSTRUCTIONS

Name of Applicant

Print the surname (family name) of the person who is applying for the certificate. Print the given names (first names) in full including all first and middle name(s).

如何填寫服務申請表

若要向卑詩省人口統計局訂取任可證書或服務，必須填寫這表格。

刊印在證書內的資料取自出生、死亡或結婚的註冊表內。你在服務申請表內的資料祇用來與正確記錄作核對。因此，註冊表和服務申請表內的資料必須一致。若資料不齊或不符，人口統計局不會發出證書。

請向人口統計局查詢現行的證書費用。你可以以銀行或郵局支票或本票繳交，也可以信用咭繳交。

請清楚填寫和核對所有資料完整和正確。

請勿用紅色或綠色或鉛筆填寫。用藍色或黑色筆填寫。

請勿在灰色格上填寫。

填寫指示

申請人姓名

填寫申請人的姓氏。填寫申請人的名字包括他的第一名字和中間名字。

Mailing Address of Applicant

Please provide a complete mailing address, and if required, the Post Office Box number. Print the name of the city, province or state, country, and postal code where the certificate is to be mailed or delivered.

Telephone and Facsimile Number of Applicant

Please provide telephone numbers, including the area code, where the applicant can be contacted. This is especially important for Rush services. Provide a home telephone number, a work telephone number, and a facsimile (fax) number.

SECTION I. BIRTH CERTIFICATE(S)

Note: Ordering Birth Certificates for a Newborn Baby

The Birth Certificate for a newborn baby cannot be printed until the Vital Statistics Agency receives the completed *Live Birth Registration* form from the parents and the *Notice of Birth* from the hospital physician or registered midwife who was present at the birth. If your child was not born in a hospital and no physician or registered midwife was present at the birth, parents must complete a special birth registration package. Contact the Agency for more information.

Surname

Print the surname (family name) of the person for whom the certificate is being requested. If the Birth Certificate is for a married woman, please print her maiden surname. A woman's maiden surname is her surname (family name) when she was born.

Given Names

Print the person's given names (first names) in full including all first and middle name(s). This should be the person's full legal name. Print the first name first and then print the middle name(s).

申請人的回郵地址

請填寫完整的回郵地址，如有需要請包括郵箱號碼。請填寫城市、省份或州、國家和郵區號碼以便郵寄或送遞證書。

申請人的電話號碼和傳真號碼

請填寫能與你接觸的電話號碼，包括地區號碼。這資料對於特快服務尤其重要。也提供住宅電話號碼、工作電話號碼和傳真號碼。

第一部份. 出生證書

注意：訂取新生嬰兒的出生證書

人口統計局收到由父母填好的 *出生註冊表* 和接生醫生或註冊助產士所填寫的 *出生通知* 後，才能發出出生證書。若嬰兒並不是在醫院出生，也不是由註冊助產士接生的話，父母必須填寫一份特別出生註冊表。請向人口統計局查詢詳情。

姓氏

填寫出生證書上的人的姓氏（家庭姓氏）。若一個已婚婦女申領出生證書，必須填寫她未婚前的姓氏。婦女未婚前姓氏才是她出生時的姓氏。

名字

填寫出生證書上的人的名字包括他的第一名字及中間名字。這是個人的合法名稱。先填寫第一名字，然後中間名字。

Sex

Mark the box for either “male” or “female”.

Date of Birth

Print the date of birth of the person whom the certificate is for. Print the first three letters of the month followed by the day and the year. For example, JAN 01 1999.

Place of Birth

Print the name of the city, town or village in British Columbia where the birth occurred. The BC Vital Statistics Agency can only produce Birth Certificates for persons who were born in British Columbia.

Surname of Father

Print the surname (family name) of the father. If the name of the father was not written on the *Registration of Birth* form, or he did not sign the form, the section on the father should be left blank.

Given Names of Father

Please provide all given names (first names) of the father in full including all first and middle name(s). Print the first name first and then print the middle name(s).

Birthplace of Father

Print the place where the father was born, including the name of the city, province or state, and country.

Maiden Surname of Mother

Print the maiden surname of the mother. A woman's maiden surname is her surname (family name) when she was born.

性別

在“男”或“女”的格上劃上符號。

出生日期

填寫出生證書上的人的出生日期。填寫月份的首三個英文字母，然後填寫日子，最後填寫年份。例如，JAN 01 1999。

出生地點

填寫出生證書上的人在卑詩省出生時的城市、鎮或鄉村的名稱。人口統計局祇能為卑在詩省出生的人發出出生證書。

父親的姓氏

填寫父親的姓氏。若父親的姓名沒有填寫在 *出生註冊表*內，或他沒有在表上簽署的話，應空置父親的一欄。

父親的名字

請填寫父親的全名包括他的第一名字及中間名字。先填寫第一名字，然後填寫中間名字。

父親的出生地點

填寫父親的出生地點，包括城市、省份或州和國家名稱。

母親的姓氏

填寫母親未婚時的姓氏。婦女未婚前姓氏才是她出生時的姓氏。

Given Names of the Mother

Please provide the given names (first names) of the mother in full including all first and middle name(s). Print the first name first and then print the middle name(s).

Birthplace of Mother

Print the place where the mother was born, including the name of the city, province or state, and country.

Quantity and Type of Certificate

Please select the type of certificate you wish to order and the quantity. The small certificate (6.5cm x 9.5cm) shows the name, birth date and birthplace of the person. The large certificate (17.5cm x 21.5cm) also includes the names of both parents.

Finishing the Application for a Birth Certificate

The Applicant must sign the application form at the bottom, state their relationship to the person for whom the certificate is being requested, and state the reason(s) why the certificate is required. See Section IV for clarification.

SECTION II. MARRIAGE CERTIFICATE(S)

First complete the applicant's name and mailing address at the top of the form. Then complete the following information about the marriage.

Date of Marriage

Print the date of marriage. Print the first three letters of the month first, followed by the day and the year. For example, JAN 01 1999.

Place of Marriage

Print the name of the city, town or village in British Columbia where the marriage took place.

母親的名字

請填寫母親的全名包括她的第一名字及中間名字。先填寫第一名字，然後填寫中間名字。

母親的出生地點

填寫母親的出生地點，包括城市、省份或州和國家名稱。

證書的數量和種類

請選擇證書的數量和種類。小形證書（6.5公分 x 9.5公分）顯示個人的姓名、出生日期和出生地點。大形證書（17.5公分 x 21.5公分）更包括父母的姓名。

完成申領出生證書

申請人必須在申請表的底部簽署，說明與證書上的人的關係及說明申領出生證書的原因。詳細解釋，請參看第四部份。

第二部份. 結婚證書

請先在申請表的首欄填寫申請人的姓名及回郵地址。然後填寫有關這婚姻的資料。

結婚日期

填寫結婚的日期。填寫月份的首三個英文字母，然後填寫日子，最後填寫年份。例如，JAN 01 1999。

結婚地點

填寫在卑詩省結婚時的的城市、鎮或鄉村的名稱。

Surname of Groom

Print the surname (family name) of the groom.

Given Names of the Groom

Please provide the groom's given names (first names) in full including all first and middle name(s). Print the first name first and then print the middle name(s).

Birthplace of Groom

Print the name of the city, province or state, and country where the groom was born.

Surname of Bride Prior to Marriage

Print the bride's surname that she used before this marriage.

Given Names of the Bride

Please provide the bride's given names (first names) in full including all first and middle name(s). Print the first name first and then print the middle name(s).

Birthplace of Bride

Print the name of the city, province or state, and country where the bride was born.

Quantity and Type of Certificate

Please select the type of certificate you wish to order and the quantity. The small certificate (6.5cm x 9.5cm) shows the names of the bride and groom with the date and the place of the marriage. The large certificate (17.5cm. x 21.5cm) also includes the place of birth of the bride and groom.

新郎的姓氏

填寫新郎的姓氏（家庭姓氏）。

新郎的名字

請填寫新郎的全名包括他的第一名字及中間名字。先填寫第一名字，然後填寫中間名字。

新郎的出生地點

填寫新郎出生的城市、省份或州及國家名稱。

新娘未婚前的姓氏

填寫新娘在未婚前的姓氏。

新娘的名字

請填寫新娘的全名包括她的第一名字及中間名字。先填寫第一名字，然後填寫中間名字。

新娘的出生地點

填寫新娘出生的城市、省份或州及國家名稱。

證書的數量和種類

請選擇證書的數量和種類。小形證書（6.5 公分 x 9.5 公分）顯示新郎和新娘的姓名、結婚日期和結婚地點。大形證書（17.5 公分 x 21.5 公分）更包括新郎和新娘的出生地點。

Finishing the Application for a Marriage Certificate

The Applicant must sign the application form at the bottom of the form, state their relationship to the person for whom the certificate is being requested, and state the reason(s) why the certificate is required. See Section IV for clarification.

SECTION III. DEATH CERTIFICATE(S)

First complete the applicant's name and mailing address at the top of the form. Then complete the following information about the death.

Surname of Deceased

Print the deceased's surname (family name). This should be the surname of the person at the time of their death.

Given Names of the Deceased

Please provide the deceased's given names (first names) in full including all first and middle name(s). Print the first name first and then print the middle name(s).

Age of the Deceased

Print the deceased's age at the time of their death.

Sex of the Deceased

Mark the box for either "male" or "female".

Date of Death

Print the date of death. Print the first three letters of the month first followed by the day and the year. For example, JAN 01 1990.

Place of Death

Print the name of the city, town or village in British Columbia where the deceased passed away.

完成申領結婚證書

申請人必須在申請表的底部簽署，說明與證書上的人的關係及說明申領結婚證書的原因。詳細解釋，請參看第四部份。

第三部份. 死亡證書

請先在申請表的首欄填寫申請人的姓名及回郵地址。然後填寫有關這死亡證書的資料。

已故先人的姓氏

填寫已故先人的姓氏（家庭姓氏）。這姓氏應是已故先人死亡時使用的姓氏。

已故先人的名字

請填寫已故先人的全名包括他的第一名字及中間名字。先填寫第一名字，然後填寫中間名字。

逝世時的年歲

填寫已故先人逝世時的年歲。

已故先人的性別

在“男”或“女”的格上劃上符號。

逝世日期

填寫逝世日期。填寫月份的首三個英文字母，然後填寫日子，最後填寫年份。例如，JAN 01 1990。

逝世地點

填寫在卑詩省逝世時的城市、鎮或鄉村的名稱。

Permanent Residence of Deceased Prior to Death

Print the permanent residence address where the deceased lived before his or her death. Include the city, province or state, and country.

Place of Birth

Print the name of the city, province or state, and country where the deceased was born.

Quantity and Type of Certificate

Please select the type of certificate you wish to order and the quantity.

SECTION IV**State Your Relationship**

The applicant must state his or her relationship to the person named on the certificate. For example, a mother who is applying for her child's birth certificate will write the relationship is 'mother'. If she were applying for her own birth or marriage certificate, she would write the relationship is 'self'.

Specific Reason

Print the reason(s) why the certificate is required.

Signature of Applicant

Please remember to sign the application form at the bottom.

已故先人在逝世前的永久地址

填寫已故先人在逝世前的永久地址。包括城市、省份或州及國家名稱。

出生地點

填寫已故先人出生的城市、省份或州及國家名稱。

證書的數量和種類

請選擇證書的數量和種類。

第四部份**說明你與證書上的人的關係**

申請人必須說明他或她與證書上的人的關係。例如，母親為她的孩子申請出生證書便在關係的一欄上填上「母親」。若她是為自己申請出生或結婚證書，在關係的一欄上填上「自己」。

具體的原因

填寫申請證書的原因。

申請人簽署

請緊記在申請表的底部簽署。

WHERE CAN I GET MORE INFORMATION?

The British Columbia Vital Statistics Agency

Business Hours are Monday to Friday 8:30 am to 4:30 pm

818 Fort Street
PO Box 9657 STN PROV GOVT
Victoria, B.C. V8W 9P3
(250) 952-2681
Fax (250) 952-2527

250-605 Robson Street (second floor)
Vancouver, B.C. V6B 5J3
(604) 660-2937
Fax (604) 660-2645

101-1475 Ellis Street
Kelowna, B.C. V1Y 2A3
(250) 712-7562
Fax (250) 712-7598

433 Queensway Street
Prince George, B.C. V2L 5M2
(250) 565-7105
Fax (250) 565-7106

Please note that service at above listed addresses and telephone numbers is available only in English. The Agency has produced this bilingual guide series to provide assistance to clients who require assistance with completing the forms in English.

The Vital Statistics Agency is committed to making its services and programs accessible to all British Columbians.

我能從那裡獲得更多資料?

卑詩省人口統計局

辦公時間星期一至星期五 8:30am 至 4:30pm

818 Fort Street
PO Box 9657 STN PROV GOVT
Victoria, B.C. V8W 9P3
(250)952-2681
傳真(250)952-2527

250-605 Robson Street (second floor)
Vancouver, B.C. V6B 5J3
(604) 660-2937
傳真(604) 660-2645

101-1475 Ellis Street
Kelowna, B.C. V1Y 2A3
(250) 712-7562
傳真(250) 712-7598

433 Queensway Street
Prince George, B.C. V2L 5M2
(250) 565-7105
傳真 (250) 565-7106

請注意以上的地址和電話號碼祇提供英語服務。人口統計局為需要人仕提供一系列雙語指南，方便他們以英語填寫表格。

人口統計局致力使其服務能達到每一個卑詩省的居民。