



# APPLICATION FOR DEATH CERTIFICATE OR REGISTRATION PHOTOCOPY

Did you know that you can save yourself time and effort by ordering your certificate using our on-line electronic ordering system? This service is secure and easy to use and does not cost anything additional. Click here or type <https://www.vs.gov.bc.ca/ecos/> into your Internet Browser.

## APPLICANT AND MAILING ADDRESS INFORMATION

<b>NOTE:</b> Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence. <b>Rush courier packages need to be signed for.</b>		FOR OFFICE USE ONLY: AFS#
SURNAME		GIVEN NAME(S)
MAILING ADDRESS		
CITY, PROVINCE/STATE, COUNTRY		POSTAL CODE
HOME TELEPHONE NUMBER (Include Area Code)		WORK TELEPHONE NUMBER (Include Area Code)
E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY)		IF COMPANY, ATTENTION:

## DEATH DETAILS

SURNAME					
GIVEN NAME(S)				AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF DEATH	MONTH ex: Feb	DAY	YEAR	PLACE OF DEATH (City)	PROVINCE <b>BRITISH COLUMBIA</b>
PERMANENT RESIDENCE BEFORE DEATH (City, Province/State, Country)				PLACE OF BIRTH (City, Province/State, Country)	

## NUMBER OF SERVICES REQUIRED (see reverse for fee information)

- Certificate (Large) Regular service - \$27.00 per certificate (average 5 day processing time)       Registration Photocopy, Regular service - \$50.00 per photocopy
- Certificate (Large) Rush - \$60.00 per event. **Important:** see below\*       Registration Photocopy, Rush - \$60.00 per event. **Important:** see below\*

**\*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.

## PAYMENT METHODS

Cheque       Money Order       Visa       MasterCard       American Express

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 # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Postdated cheques not accepted      **PRINT** Card holder name as shown on Credit Card \_\_\_\_\_

**AMOUNT ENCLOSED \$** \_\_\_\_\_      Card holder signature \_\_\_\_\_

**YOUR RELATIONSHIP TO EVENT** \_\_\_\_\_ (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 signed, 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, 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 of this form. 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. *\*All fees subject to change. If ordering after April 1, 2008, contact our office for current fees.*

## 2) INFORMATION PROVIDED

**Certificates** contain the following information:

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

### **Photocopies**

- a) Registration photocopies are rarely needed by citizens and are not required for court 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.

## 3) WHO QUALIFIES TO APPLY FOR A DEATH EVENT DOCUMENT

- a) Death certificates may be released to any person who has a valid reason.
- b) Should you believe that you require a certified photocopy of a 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.

## OTHER SERVICES - For Records held in British Columbia only

### **Genealogy Verification Extract**

To obtain an application for this service, please visit our web site or contact one of our offices by telephone or in person.

### **MAILING ADDRESS**

Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3

### **GENERAL 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**

**VICTORIA:**  
818 Fort Street  
Victoria BC

**KELOWNA:**  
101 - 1475 Ellis Street  
Kelowna BC  
Telephone: 250 712-7562

**VANCOUVER:**  
250 - 605 Robson Street  
Vancouver BC

**PRINCE GEORGE:**  
433 Queensway Street  
Prince George BC  
Telephone: 250 565-7105

**Check our Web Site at:** [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)

The information on this form is collected under the authority of the **Vital Statistics Act** (RSBC 1996, c.479, Sec. 38). The information provided will be used to fulfill the requirements of the **Vital Statistics Act** for the release of 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 above.