

APPLICATION FOR BIRTH 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.

MAILING ADDRESS INFORMATION

NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.			FOR OFFICE USE ONLY: AFS#		
SURNAME			GIVEN NAMES		
MAILING ADDRESS					
CITY, PROVINCE/STATE, COUNTRY				POSTAL CODE	
HOME PHONE (INCLUDING AREA CODE)		WORK PHONE (INCLUDING AREA CODE)		IF COMPANY, ATTENTION:	

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

FATHER/CO-PARENT DETAILS	SURNAME							
	GIVEN NAMES		First			Middle Names		
	BIRTH PLACE		City			Province/State		Country

MOTHER DETAILS	SURNAME*					* NOTE: Mother's Maiden Surname (Surname before marriage)				
	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)

The Birth Certificate is available in 2 versions. One contains personal information only, the other also includes parental information. Both are the same size and are mailed separately.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Certificate (Individual Information only) | } | regular service - \$27.00 per certificate
<i>(average 5 to 7 days processing time)</i> | <input type="checkbox"/> Registration Photocopy, Regular Service - \$50.00 per photocopy |
| <input type="checkbox"/> Certificate (Includes Parental Information) | | | <input type="checkbox"/> Registration Photocopy, Rush Service - \$60.00 per photocopy |
| <input type="checkbox"/> Certificate (Individual Information only) | } | rush 24 hour processing - \$60.00 per event* | |
| <input type="checkbox"/> Certificate (Includes Parental Information) | | | |

*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	
<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Interac/Cash payment may be made in person at one of our four offices. If paying by cheque or money order, make payable to the Minister of Finance.	
Postdated cheques are not accepted	Credit Card # _____ Expiry date _____
	_____ PRINT Card holder name as shown on Credit Card
AMOUNT ENCLOSED \$ _____	_____ Card holder signature

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.)
- * Please note who qualifies to apply for a certificate (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 are 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 of this form.

**Fees effective January 2, 1996. All fees subject to change. If ordering after April 1, 2008, contact our office for current fees.*

For security purposes the maximum number of each version of the birth certificate which may be ordered is **TWO (2)** of each version.

2) INFORMATION PROVIDED

Certificates contain the following information and are in upper case.

Birth (Individual Information only) - name, date, place, sex, registration date and number

Birth (Includes Parental Information) - name, date, place, sex, registration date and number, parents' names and birthplace

NOTE: If you are applying for a birth certificate to support the application of other identification such as a Passport, Drivers Licence, BC ID, Social Insurance Number, etc. please check with the organization to ensure you obtain the correct version of birth certificate.

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 - For Records held in British Columbia only

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

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

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

250 - 605 Robson Street
Vancouver BC

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

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