



# Birth Certificate Application

<b>Office Use Only:</b>	
Registration #:	
Completed:	
Certificate #	
Receipt #	
Issue Date:	

**APPLICANT'S INFORMATION – PLEASE PRINT**

Surname		First and Other Given Names	
Mailing Address (Civic # or PO Box)			
City	Province/State	Country	Postal Code
Daytime Contact Number		Email Address	
<b>Applicant's Signature</b>		<b>Date (MMDDYY)</b>	

**BIRTH DETAILS – USE MAIDEN SURNAME AS STATED ON BIRTH REGISTRATION IF MARRIED**

Surname		First Name	
Second and Other Given Names			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Date of Birth	Month	Day	Year
Birth Place – <b>Specify the name</b> of the City, Town, or Village			Province <b>Prince Edward Island</b>

**FATHER'S/PARENT'S DETAILS – IF STATED ON BIRTH REGISTRATION**

Surname		First Name	
Second and Other Given Names			
Birth Place – <b>Specify</b> Province/State		Country of Birth	

**MOTHER'S/PARENT'S DETAILS – USE MOTHER'S PARENT'S MAIDEN SURNAME AS STATED ON BIRTH REGISTRATION**

Surname		First Name	
Second and Other Given Names			
Birth Place – <b>Specify</b> Province/State		Country of Birth	

**YOUR RELATIONSHIP TO THE BIRTH EVENT**

<input type="checkbox"/> Self <input type="checkbox"/> Mother/Parent <input type="checkbox"/> Father/Parent <input type="checkbox"/> Other – Please indicate Relationship
Reason certificate required:
<b>If you are applying for a certificate on behalf of someone other than yourself or your minor child, you will need to have a consent form completed by the person on whose behalf you are applying, and you may have to complete a Statutory Declaration.</b>

**CERTIFICATES REQUESTED, FEES AND PAYMENT METHOD – Please indicate types and # of certificates requested** Total Qty. Fee(s)

<input type="checkbox"/> Short Form	<input type="checkbox"/> I do not want the sex indicator displayed on this birth certificate (see Section 2 on reverse for description)		\$25.
<input type="checkbox"/> Long Form	<input type="checkbox"/> I do not want the sex indicator displayed on this birth certificate (see Section 2 on reverse for description)		\$35.
<input type="checkbox"/> Certified Copy of Registration			\$35.
<input type="checkbox"/> Optional Courier Fee – This fee provides expedited shipping of certificate(s). The processing time is not expedited PEI, N.S. & NB - \$11.50    Other Canadian Destinations - \$23.00    Out of Country – Contact Office for Pricing			
<input type="checkbox"/> Rush Service – 24 Business Hours – Pick up in Charlottetown or Montague Office (Does not include the cost of certificate)			\$50.
<input type="checkbox"/> Emergency Service – 2 Business Hours – Pick up in Charlottetown or Montague Offices (Does not include the cost of certificate)			\$100.
<b>Method of Payment</b> (Please <input checked="" type="checkbox"/> box)			
<input type="checkbox"/> Cash (in person at counter only) <input type="checkbox"/> Debit Card (in person at counter only) <input type="checkbox"/> Cheque/Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			<b>Total</b>
<b>Payee Information – Complete Section below</b>			
Name as shown on Credit Card, Debit Card, Cheque or Money Order _____			
Signature _____			

Credit Card information to be removed as soon as the credit card payment is processed and the approval number received.



**OFFICE USE ONLY**

**PLEASE DO NOT PROVIDE CREDIT CARD NUMBER AND EXPIRY DATE IF PAYMENT IS IN PERSON AT COUNTER.**

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

## IMPORTANT INFORMATION

### 1) Who is eligible to apply for a Birth Certificate?

Birth certificates may be released to:

- a) You, if the record pertains to your own birth.
- b) A parent whose name appears on the child's birth registration.
- c) A lawyer who specifically indicates they are working on behalf of "a" or "b" above, or a lawyer on the written authorization of "a" or "b" above.
- d) The executor or trustee of an estate, proof may be required.
- e) Guardian (copy of guardianship paper must be attached to this application).
- f) A person on the order of the court, a public officer who requires it in the discharge of official duties, or a person on the authority in writing of the Minister.
- g) An Agent or Person Authorized in Writing by the Applicant who is applying on behalf of the applicant and who has known the applicant for at least one (1) year. The consent and statutory declaration must be completed.

### 2) Certificates contain the following information:

- a) Short Form. Full name, sex indicator, date of birth, place of birth, registration date, registration number, and date issued.
- b) Long Form: Full name, sex indicator, date of birth, place of birth, registration date, registration number, date issued, names of parent(s) and birthplace of parents. (Size required for passport application for those 16 and under)
- c) You have the option to not have the sex indicator shown on your short or long form birth certificate.
- d) Photographic Print of Registration: All the information that appears on the original registration, including full name, sex, date of birth, place of birth, registration date, registration number, and date issued, names of parents, birthplaces of parents, plus other information, for example: the name of person who assisted at the birth, etc. (Certified copies are not used for identification, they do not substitute as a birth certificate).

**Disclaimer:** The Government of Prince Edward Island cannot guarantee that a Birth Certificate with a gender marker "X" or "no gender indicator displayed" will be accepted by organizations in Prince Edward Island or other provincial or federal organizations.

### 3) Certificate sizes:

- a) Short Form dimensions are 12.5 cm wide by 17.5 cm high
- b) Long Form dimensions are 12.5 cm wide by 17.5 cm high
- c) Certified photographic Print of Registration dimensions are 21.5 cm wide by 35.5 cm high

### To Avoid Delay

- See Section 1 above to be sure you are eligible to apply
- Be sure your address and contact information are correct and clearly written
- Complete all sections in full. If you have left any of the fields blank, include a letter explaining why.
- 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.
- If you are paying by credit card, include the name of the cardholder that appears on the card, mailing address, signature, card number, and expiry date, NOTE: Only Visa and MasterCard are accepted.
- If payee is different from the applicant and payment is being made by debit card, cheque or money order, include name of payee and mailing address.

**Privacy Information:** Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.P.E.I. 1988, Cap. V-4.1, Section 32, as applicable, to fulfill the requirements for registration and release of records and information. If you have any questions about the collection or use of this information please contact Vital Statistics office toll free at 1-877-320-1253

### OFFICE LOCATION & CONTACT INFORMATION

#### Office Location:

#### Vital Statistics

126 Douses Road, P.O. Box 3000  
Montague, PE C0A 1R0

**Phone: 902-838-0880**

**Toll-free: 1-877-320-1253**

**Fax: 902-838-0883**

**Email Address:** [vsmontague@gov.pe.ca](mailto:vsmontague@gov.pe.ca)

**Please mail completed form to:** Vital Statistics Office, P.O. Box 3000,  
Montague, PEI, C0A 1R0

You can apply on line - on the website or in person at most Access PEI Sites  
across the Province.

**Web:** [www.gov.pe.ca/vsspublic](http://www.gov.pe.ca/vsspublic)