

**BEFORE YOU BEGIN, HERE IS SOME INFORMATION DESIGNED
TO HELP YOU COMPLETE YOUR APPLICATION**

Are you eligible to apply for the certificate you would like to order?

Please see the eligibility page which lists the types of certificates that are available and who is able to order them.

Did the birth, marriage, death, or change of name happen in the Province of Alberta?

We are only able to produce certificates where the event happened in Alberta.

Do you have acceptable proof of identity?

A Statutory Declaration is required stating that the person who is applying for the certificate possesses acceptable identification. This Statutory Declaration must be executed by a Notary Public or a Commissioner for Oaths.

Are you in a hurry or looking to obtain your important document without delay?

We offer a selection of service options to accommodate your needs. One of our most popular service options for people who are in a hurry, or simply want to avoid any potential delays of regular processing, is the Silver Service Option.

Silver Service Option:

- Priority processing of your application (your application will be worked on first).
- You will receive a phone call and/or email if there are any problems or concerns with your application.
- Your certificate will be sent out by regular mail (Canada Post).

Are you in an extreme hurry (RUSH) or looking for the most secure way to receive your important document?

For those people who are in an extreme rush to receive their certificate or who want the most secure and traceable method of delivery, we offer the Gold Service Option (urgent/rush service).

Gold Service Option:

- This is the fastest service option we offer.
- Rush processing of your application.
- You will receive a phone call and/or email if there are any problems or concerns with your application.
- Your certificate will be sent out by courier.
- This is the most secure delivery option available.
- This option enables you to track your package using the waybill number.
- Your signature will be required at the time your certificate is delivered.

Please see the following pages for more information regarding the certificates and how to apply.

Application for Vital Statistics Documents by Mail through Registry Connect

Before completing this application, check below to see if you are eligible to apply for Vital Statistics' documents, as there are restrictions and proof requirements.

Certificates and/or Photocopies of a Registration

Birth

- a) The **person** whose birth is registered.
- b) The **parent** of the person whose birth is registered as established by the Registration of Birth or by court order. A copy of the applicable court order must be attached to this application.
- c) A **person adopting** a child. Proof of a pending adoption must be attached to this application, e.g., petition of adoption.
- d) A **guardian, trustee** or person with **power of attorney** for a person described in a) or b). A copy of the legal document must be attached to this application.
- e) A person who is designated by a **personal directive** as an agent of the person described in a). Acceptable legal document as proof must be attached to this application.
- f) A person who is a **designated agent** for a person described in a) to e). Consent and statutory declaration must be completed. See bottom of application form.
- g) A person with an **order from the court**. A copy of the order must be attached to this application.
- h) A **lawyer** for a person described in a) to e) or g). A copy of a valid Law Society card must be attached to this application.
- i) A person who requires it to comply with **another legislation**. A copy of the legislation must be attached to this application.

When the person whose birth is registered is a minor:

- j) If the minor is younger than 12 years of age, the application must be made on behalf of the child by a parent or guardian of the minor.
- k) Between the ages of 12 and 14 the minor may make the application with the written consent of the minor's parent or guardian.
- l) Over the age of 14, the minor may make the application on his or her own behalf.

When the person whose birth is registered is deceased:

- m) An **adult next-of-kin*** of the person whose birth is registered, including a minor parent. Death certificate and either proof of relationship or an Affidavit of Relationship must be attached to this application.
- n) The **executor** of the deceased person's estate. Death certificate and a copy of the will identifying the executor must be attached to this application.
- o) An **adult relative** of the deceased person when there are no eligible applicants. Death certificate and either proof of relationship or an Affidavit of Relationship must be attached to this application.

Anyone may apply for a Birth document when:

- p) The birth record is 120 years old or older; or
- q) 50 years has passed since the death of the person whose birth is registered.

Marriage

- a) A **party to the marriage** (bride/groom).
- b) A **guardian, trustee** or person with **power of attorney** for a person described in a). A copy of the legal document must be attached to this application.
- c) A person who is a **designated agent** for a person described in a) or b). Consent and statutory declaration must be completed. See bottom of application form.
- d) A person who is designated by a **personal directive** as an agent of the person described in a). A copy of the legal document must be attached to this application.
- e) A person with an **order from the court**. A copy of the order must be attached to this application.
- f) A **lawyer** for a person described in a), b), d), or e). A copy of a valid Law Society card must be attached to this application.

When the person who was a party to the marriage is deceased:

- g) An **adult next-of-kin*** of a person who was a party to the marriage. Death certificate and either proof of relationship or an Affidavit of Relationship must be attached to this application
- h) The **executor** of an estate of a party to the marriage. Death certificate and a copy of the will identifying the executor must be attached to this application
- i) An **adult relative** of a deceased party to the marriage when there are no eligible applicants. Death certificate and either proof of relationship or an Affidavit of Relationship must be attached to this application

Anyone may apply for a Marriage document when:

- j) The marriage record is 75 years old or older.

IMPORTANT INFORMATION

Processing time of application

Under normal circumstances, and if the application has been completed correctly, certificates/documents are usually sent out within five business days of receipt. Unless other arrangements have been made, certificates/documents are sent out to the applicant's address.

For RUSH service, please see our Gold and Silver Service options on the payment page.

Documents available to order

Alberta Vital Statistics maintains a registration record of all births, marriages, deaths and stillbirths (events) that occur in Alberta. If a record or event cannot be found, a search for a three-year period is carried out automatically and the applicant will be notified.

Certified Certificates - containing the following information:

Birth	Marriage	Death
Personal Information Only	Small	Large
Full name of individual, date of birth, place of birth, sex, registration number and registration date Size: 12.5cm (4.9") x 17.6cm (6.9")	Name of spouse/partner 1/groom, name of spouse/partner 2/bride, date of marriage, place of marriage, registration number and registration date Size: 9.5 x 6.4cm (3 3/4 x 2 1/2")	Name of deceased, age of deceased at the time of death, date of death, usual residence of the deceased (province/country only), sex, marital status, registration number and registration date Size: 21.6 x 17.8cm (8 1/2 x 7")
Personal Information and Parentage	Large	
Same as above, plus the names of parents and birthplaces of parent (province/country only) Size: 12.5cm (4.9") x 17.6cm (6.9")	Same as small, plus the birthplace of spouse/partner 1/groom and spouse/partner 2/bride (province/country only) Size: 21.6 x 17.8cm (8 1/2 x 7")	
<p>Please Note: the wallet size birth certificate is no longer available. If the type and quantity columns are left blank on the application, the applicant will be receiving the Personal Information and Parentage Certificate.</p>		

Photocopy

A photocopy contains all the information appearing on the original *Registration of Birth, Marriage, Death and Stillbirth*. For **Death** and **Stillbirth** a photocopy of the original *Medical Certificate of Death or Stillbirth* is available. See the previous page to find out if you are eligible to request this as there are restrictions.

Note: Photocopies are rarely needed. They are not recommended for use for identification purposes.

Search Letters

A Birth, Marriage or Death search letter only states that according to the Alberta Vital Statistics office an event is or is not recorded. No actual information is provided or confirmed. Each Birth, Marriage or Death search is a three-year period or portion thereof.

A Legal Change of Name search letter includes the new and previous names as well as the date of registration.

Cost of Certificates

The cost for each certificate/photocopy of registration/search letter or genealogical search is **\$39.64 Canadian Dollars** which includes GST and the certificate(s) being returned by **regular** mail. Please note that the postal regulations do not allow cash to be sent through the mail.

* **In the event that a record is not found, all processing fees are still applicable.**

How to submit an application

All applications must be sent to Registry Connect and addressed as follows (we cannot accept any applications by email or fax):

Send applications to:
Registry Connect
 Suite 202, 1003 Ellwood Road, SW
 Ellwood Office Park South
 Edmonton, Alberta, Canada T6X 0B3

Note: You must be a minimum age of 12 to apply. Children under the age of 12 must have a parent or guardian apply on their behalf. Children between the ages of 12 and 14 need written authorization from a parent or guardian.

Please do not send in applications more than one time. Each application received will be processed and all fees will apply. If you are concerned that your application did not arrive, please call or email Registry Connect.

What Identification is to be submitted with each application?

The Statutory Declaration for Proof of identity (page 7 of this application booklet) must be signed by you, or your Designated Agent, and executed by a Notary Public or a Commissioner for Oaths. This Statutory Declaration will serve as your proof of ID. **DO NOT MAIL ORIGINALS OR COPIES OF YOUR ID.**

How to apply if you cannot produce acceptable identification?

If you are unable to produce an identification document that satisfies all requirements of the Statutory Declaration for Proof of Identity, you can grant consent to another individual, who must produce acceptable ID and who has known you for at least one year, to act as your Designated Agent. You will need to sign the Consent to the Designated Agent, and the Designated Agent will need to sign the Statutory Declaration for Proof of Identity and have it executed.

NOTE: You will still be the applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

This information is collected in accordance with the Vital Statistics Act and Regulations. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. Collection is authorized under s. 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Vital Statistics' staff @ Box 2023, Edmonton, AB T6J 4W7 or (780) 427-7013 (toll free 310-0000 within Alberta).

Registry Connect

Authorized Agent for the Government of Alberta
 Suite 202, 1003 Ellwood Road, SW
 Edmonton, Alberta, Canada T6X 0B3
 Telephone: 780-415-2225 / Fax: 780-415-2226
 Email: registry_connect@alara.ca

PRINT CLEARLY

The information below will be used to mail your documents.

All areas of this section **MUST** be completed OR the application will be returned.

Full Name of Applicant		Telephone Number	
Mailing Address (Apartment Number, Street Address)		City / Town / Village	Province / Country Postal Code
If Company, Attention of		Your Reference Number (if applicable)	
Reason Certificate Required		State Your Relationship to Person Named on Certificate	
Date Signed (yyyy-mm-dd)	Signature of Applicant X		

The Quantity column must be completed.

Complete the appropriate section(s) below for the type of certificate you require. All fields within that section must be completed. If you cannot provide this information, attach a written explanation OR the application will be returned.

							Type	Quantity	
BIRTH	Last Name (give MAIDEN name if certificate is for a married person)			Given Names		<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Certificate with Personal Information Only		
	Date of Birth (yyyy-mm-dd)	Place of Birth (city / town / village) <i>Only Births that occurred in Alberta</i>		Name of Hospital (if known)		Type of Birth <input type="checkbox"/> Live Birth <input type="checkbox"/> Stillbirth	Birth Certificate with Personal Information and Parentage		
	Last Name of Father / Parent		Known by any Other Last Name	Given Names		Birthplace of Father / Parent		Photocopy of Registration	
	Maiden Name of Mother / Parent		Known by any Other Last Name	Given Names		Birthplace of Mother / Parent		Search Letter	
							Photocopy of Medical Certificate of Stillbirth		

MARRIAGE	Last Name of Bride / Spouse 1 (prior to this marriage)			Given Names		Birthplace		<input type="checkbox"/> Male <input type="checkbox"/> Female	Small Certificate	
	Last Name of Groom / Spouse 2 (prior to this marriage)			Given Names		Birthplace		<input type="checkbox"/> Male <input type="checkbox"/> Female	Large Certificate	
	Date of Marriage (yyyy-mm-dd)		Place of Marriage (city / town / village) <i>Only Marriages that occurred in Alberta</i>						Photocopy of Registration	
								Search Letter		

DEATH	Last Name of Deceased		Last Name Used Immediately Prior to Death (if different)			Given Names		Certificate		
	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Death (yyyy-mm-dd)	Place of Death (city / town / village) <i>Only Deaths that occurred in Alberta</i>			Marital Status <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Photocopy of Registration	
	Usual Residence of Deceased Prior to Death (province / country)				Date of Birth (yyyy-mm-dd)				Medical Certificate	
								Search Letter		

NAME CHANGE	Last Name before Name Change			Given Names before Name Change				Certificate		
	New Last Name after Name Change			New Given Names after Name Change				Search Letter		
	Date of Birth (yyyy-mm-dd)	Place of Birth (city / town / village)			<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Name Change (yyyy-mm-dd) <i>(only for name changes that occurred in Alberta)</i>				

This information is collected in accordance with the Vital Statistics Act and Regulations. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. Collection is authorized under s. 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Vital Statistics' staff @ Box 2023, Edmonton, AB T5J 4W7 or 780-427-7013 (toll free 310-0000 within Alberta).

In the matter of this Statutory Declaration being used as Proof of Identity to make application for Alberta Vital Statistics documentation/service

I, _____
Full Name of Applicant or Designated Agent

of _____
Street Address

_____ City / Town / Village _____ Province _____ Country _____ Postal Code

Do solemnly declare that all the following statements are true:

1. I have an acceptable and original Proof of Identity document that is required to make application for Alberta Vital Statistics documentation/services.
2. My Proof of Identity document is: _____
Name of Proof of Identity document (e.g., drivers licence)
3. My Proof of Identity document was issued by: _____
Name of provincial, state or federal government
4. My name as shown on my Proof of Identity document is: _____
Applicant's full name as shown on Proof of Identity document
5. The identification number on my Proof of Identity document is: _____
6. My Proof of Identity document contains a photograph of me.
7. My Proof of Identity document (check one):
 - Does not expire and was issued within the last five years. The date of issuance was: _____
Date (yyyy-mm-dd)
 - Does expire, but is currently valid. The expiration date is: _____
Date (yyyy-mm-dd)

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____
 in the Province/State of _____
 dated _____

} X _____
Signature of Applicant

X _____
Commissioner for Oaths / Notary Public _____ Print Name of Commissioner for Oaths / Notary Public _____ Expiry Date

Note to Commissioner for Oaths/Notary Public: If there are any interlineations, alterations or erasures on a statutory declaration (including the jurat), you should place a check mark at the beginning and end of each of the changes and then write your initials beside each change. Unless changes are authenticated by your initials, the statutory declaration may not be accepted in court proceedings.

Important Information

As the applicant is not able to appear in person at a registry agent office and provide his/her original Proof of Identity document, the identification requirement may be provided in the form of this Statutory Declaration.

Proof of Identity must be acceptable.

- The applicant must have the original Proof of Identity document in his/her possession (it cannot be a copy, fax, etc).
 - The Proof of Identity document must be issued by a provincial, federal or state government.
 - The Proof of Identity document must contain the person's full name.
 - The Proof of Identity document must contain the person's photograph.
 - The Proof of Identity document must contain a distinct identification number.
 - When the Proof of Identity document is one that expires, the document must be valid at the time it is presented to a Commissioner for Oaths or Notary Public.
 - When the Proof of Identity document is one that does not expire, the document must have been issued not more than 5 years ago.
- If the Proof of Identity document does not meet all the above criteria, it cannot be used as Proof of Identity in this Statutory Declaration.

Examples of possible acceptable documents include:

- Drivers licence, provincial identification card, treaty status card, citizenship card, permanent residency card, etc.

Examples of non-acceptable documents include:

- Bank card, Alberta Health Care card, Social Insurance card, charge card, library card, student identification card, etc.

Take your original Proof of Identity document with you to the Commissioner for Oaths or Notary Public who is signing your Statutory Declaration. This Statutory Declaration cannot be faxed or emailed as Vital Statistics requires the original executed Statutory Declaration to process the application.

This information is collected in accordance with the Vital Statistics Act and Regulations. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. Collection is authorized under s. 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Vital Statistics' staff @ Box 2023, Edmonton, AB T5J 4W7 or 780-427-7013 (toll free 310-0000 within Alberta).

Only complete this page if you are providing consent to a designated agent to apply for a document on your behalf.

How to apply if you cannot produce acceptable identification

If you are unable to produce an identification document that satisfies all requirements of the Statutory Declaration for Proof of Identity (page 6) you can grant consent to another individual, who must produce acceptable ID and who has known you for at least one year, to act as your Designated Agent.

You will need to sign this form (Applicant's Consent to Designated Agent), and the Designated Agent will need to provide acceptable ID and sign the Statutory Declaration for Proof of Identity (page 6) and have it executed by a Commissioner for Oaths or Notary Public.

Note: You will still be the applicant on the application (page 5). You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

I _____ Full name of the Applicant

of _____ Street Address _____ City / Town / Village

_____ Province / Country _____ Postal Code _____ Phone Number

give my consent to _____ Full name of the Designated Agent

of _____ Street Address _____ City / Town / Village

_____ Province _____ Country _____ Postal Code

whom I have known for _____ year(s) to make this application on my behalf.
Number

_____ X _____
Date (yyyy-mm-dd) Signature of Applicant

This page must be completed and sent with the application.

Cost of Certificates: Each certificate/document costs \$39.64 Canadian Dollars.

Choose one of the following service options:

Please do not send in your own pre-paid or pre-addressed envelopes of any kind.

GOLD SERVICE OPTION

- Cost - \$39.64 per document fee, plus \$30 rush processing service fee, plus delivery fee of the courier.
(Delivery cost varies according to destination)
- If you are paying by cheque or money order, please contact us to get your courier delivery estimate.
- Rush processing of application (we will contact you by phone if there are problems with your application).
- Document sent out by Rush courier (fastest delivery option).

- * If your documents are being delivered to a company, the company name, full street address, postal code, phone number and contact name must be provided. If the contact person is not you, please provide an explanation.
- * Courier packages cannot be delivered to a PO Box or left in a mailbox. For delivery by courier, provide a daytime address where the package can be delivered to in person and signed for. Any additional courier costs for an undeliverable, redirected, or returned package will be charged directly to the client.

SILVER SERVICE OPTION

- Cost - \$39.64 per document fee, plus \$30 priority processing service fee.
- Priority processing of application (we will contact you by phone if there are problems with your application).
- Document sent out by regular mail.

BRONZE SERVICE OPTION

- Cost - \$39.64 per document fee only (no other fees will apply).
- Regular processing of application.
- Contact by letter if there are problems with your application.
- Document sent out by regular mail.

For all Service Options:

If applicable, provide email address:

Please **PRINT** your email address clearly: _____

Payment Options: PAYMENT IS NON-REFUNDABLE

A \$30.00 service fee is charged for all NSF or returned payments. It is considered fraudulent to obtain a government issued document without payment. All fraudulent payments will be investigated.

Cheque or Money Order (drawn from a Canadian or US bank)

Cheque or Money Order payable to Registry Connect Number of Certificates: _____ Amount Enclosed: \$ _____

If you would like Gold Service, please contact Registry Connect by phone or email for your courier cost estimate.

Credit Card

To pay for your request using a Visa, MasterCard or Discover credit card, please go to:

www.registryconnect.ca/payment

Once your payment has been processed, you will receive a **Transaction Number**.

Please provide your Transaction Number here: _____