

### What kinds of documents are available to order?

Alberta Vital Statistics maintains a registration record of all births, marriages, deaths, and stillbirths (events) that **occur in** Alberta.

**NOTE:** To order documents for events that occurred **outside** Alberta, contact the province / country where the event took place.

### CERTIFIED CERTIFICATES

Certificates contain the following information:

#### **BIRTH**

**Personal Information Only** - Child's last and given name(s), date of birth, place of birth, sex, registration number, registration date, date issued.

**Personal Information and Parentage** - Child's last and given name(s), date of birth, place of birth, sex, registration number, registration date, date issued, mother's last and given name(s), mother's place of birth, father's last and given name(s), father's place of birth.

#### **MARRIAGE**

**Small** - Name of both parties to the marriage, date of marriage, place of marriage, registration number, registration date.

**Large** - Same as small, plus the birthplace of both parties to the marriage (province/country only).

#### **DEATH**

**Large** - Name of deceased, age of deceased at the time of death, date of death, place of death, usual residence of the deceased (province/country only), sex, marital status, registration number, registration date.

### PHOTOCOPY OF REGISTRATION

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 next page to find out if you are eligible to request this, as there are restrictions.

**NOTE:** Photocopies are rarely needed by citizens and are, by law, for restricted use only. They are generally only required for court purposes. They are not recommended for use as identification purposes.

### SEARCH LETTERS

A 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.

### How do I submit an application?

Alberta residents applying for an Alberta Vital Statistics document **must** apply through a Registry Agent, who is an authorized representative of the Government of Alberta. For Registry Agent information, please contact:

Edmonton	780-427-7013
Alberta rite-line (toll free Alberta only)	310-0000 then dial 427-7013
SUPERPAGES™	under Licensing and Registry Services
Website	www.servicealberta.gov.ab.ca

### How much do certificates / documents cost?

#### **Certified Certificates / Photocopies**

The government fee is \$20.00 per certificate / document, plus a Registry Agent service fee.

#### **Search Letters / Genealogical Searches**

The government fee is \$20.00 for each three-year period searched or portion thereof, plus a Registry Agent service fee.

### How do I make payment?

Contact a Registry Agent office for payment details.

### How long does it take to process an application?

Under normal circumstances, and if the application has been completed correctly, certificates / documents are usually mailed within three days.

### How will the certificate / document be delivered to me?

Certificates / documents are mailed to the address of the person who is making application, unless other arrangements have been made with a Registry Agent office.

## Who can apply for Vital Statistics' documents?

The areas below show who is eligible, as there are restrictions.

### Certified Certificates and / or Photocopies of a Registration

Birth	Marriage	Death
<ul style="list-style-type: none"> <li>The <b>person</b> whose name is on the birth registration.</li> <li>The <b>parent(s)*</b> of the person whose birth is registered as established by registration documents or by court documents.</li> <li>A <b>guardian, trustee</b>, or person with <b>custody</b> or <b>power of attorney</b> for the person whose birth is registered as established by court documents. Proof is required.</li> <li>Any person with written <b>authorization from</b> the person whose birth is registered or from the parents* of the person whose birth is registered.</li> <li>Any person with an <b>order from the court</b>. Court document is required.</li> <li>A person <b>adopting a child</b> may apply for that child's biological birth certificate. Proof of a pending adoption is required.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business cards, etc).</li> <li>Any person who requires it to comply with another enactment. Proof is required.</li> <li>Any <b>adult next-of-kin** of a person</b> whose birth is registered when that person is deceased. (Common-law is included as next-of-kin).</li> <li>The <b>executor of a person's estate</b>, when the person whose birth is registered is deceased. Proof is required.</li> <li>When the person whose birth is registered is deceased and there are no eligible applicants, an <b>offspring of a deceased next-of-kin**</b> may apply.</li> <li>An <b>Ex-spouse</b> of the person named on the birth registration is only eligible to obtain a "Confirmation Letter" verifying birth details.</li> </ul>	<ul style="list-style-type: none"> <li>A party to the marriage whose name is on the marriage registration.</li> <li>Any person with <b>written authorization</b> from a person whose marriage is registered.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business cards, etc).</li> <li>Any person with an <b>order from the court</b>. Court document required.</li> <li>A <b>guardian, trustee</b> or person with <b>power of attorney</b>, for a person whose marriage is registered as established by court documents. Proof is required.</li> <li>When a party to the marriage is deceased, their <b>adult next-of-kin**</b> may apply.</li> <li>The <b>executor</b> of an estate when either party to the marriage is deceased. Proof is required.</li> <li>When <b>both</b> parties to the marriage are deceased and there are no eligible applicants, an <b>adult offspring of a deceased next-of-kin**</b> may apply.</li> </ul>	<ul style="list-style-type: none"> <li>Any <b>adult next-of-kin**</b> of the deceased person. (Common-law is included as next-of-kin).</li> <li>A <b>guardian, trustee</b>, or person with <b>custody</b> or <b>power of attorney</b> for the deceased person whose death is registered as established by court documents. Proof is required.</li> <li>Any person with <b>written authorization</b> from the person who is an <b>adult next-of-kin**</b> to the deceased person whose death is registered.</li> <li>The <b>legal representative for an eligible applicant</b> or a legal representative who requires it for official duties. Proof of occupation is required (e.g. business cards, etc).</li> <li>The <b>executor/administrator</b> of the deceased person's estate.</li> <li>A <b>funeral home representative</b> who is making, or has made, arrangements for the deceased person.</li> <li>An <b>organization that provides benefits</b> to the deceased persons' survivors or beneficiaries (e.g. insurance company, trust company, financial institution).</li> <li>Any person with an <b>order from the court</b>. Court document required.</li> <li>An <b>Ex-spouse</b> of the deceased, at the discretion of the Registrar of Vital Statistics.</li> </ul>

### Photocopy of Stillbirth, Medical Certificates of Death & Medical Certificates of Stillbirth

- Only adult next-of-kin\*\* may apply. Proof of relationship is required. (If a birth certificate is supplied it must show parentage.)

EXCEPTIONS			
<i>When a birth record is 100 years old or older, anyone may apply for that record.</i>	<i>When a marriage record is 75 years old or older, anyone may apply for that record.</i>	<i>When a death record is 50 years old or older, anyone may apply for that record.</i>	<i>When a stillbirth record is 75 years old or older, anyone may apply for that record.</i>

\* **Parent(s)**: the name(s) shown on the legal *Registration of Birth*, or as recognized by court documents.

\*\* **Next-of-kin**: Mother, father, brother, sister, children, spouse, or common-law spouse. This definition can be found in the Fatality Inquiries Act. This definition does not include in-laws, grand children, grandparents, step relatives, aunts, uncles, nieces or nephews. Persons who have been adopted are "next of kin" to their adoptive parents and siblings but not to their biological relations. Persons who have placed their child for adoption are not "next of kin" to that child.

## IMPORTANT INFORMATION TO AVOID DELAYS

- This application **must** be returned to a Registry Agent.
- The applicant **must** provide valid identification. (e.g. Driver's Licence, Birth Certificate, Passport, Citizenship Card.)
- Read all instructions carefully before filling in this form.
- Make sure you are eligible to apply - see the opposite page.
- Information must be as complete as possible. Attach a written explanation if you cannot provide the information required in the applicable section(s).
- If any relevant part of the application is left blank, it will be returned to you by mail for completion.
- 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.

**PRINT CLEARLY - This information will be used to mail your documents. All areas of this section must be completed.**

Full Name of Applicant		Phone No. (during the day)
Mailing Address <i>Street</i>		Apartment No.
<i>City / Town / Village</i>		<i>Province / Country</i>
<i>Postal / Zip Code</i>		
If Company, Attention of	Your Reference No. (if applicable)	
Reason Certificate Required		
State Your Relationship to Person Named on Certificate		
Signature of Applicant	Date Signed	

			Type	Quantity		
<b>BIRTH</b>	Last Name (give <b>MAIDEN</b> name if certificate is for a married person)		Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female	Certificate with Personal Information Only	
	Date of Birth	Place of Birth (city, town or village)	Type of Birth	<input type="checkbox"/> Live Birth <input type="checkbox"/> Still Birth	Certificate with Personal Information and Parentage	
	Month by name   Day   Year	Only Births that occurred in Alberta				
	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		
<b>MARRIAGE</b>	Last Name of Spouse/Partner 1/Groom (prior to this marriage)		Given Names	Birthplace of Spouse	Certified Small Certificate	
	Last Name of Spouse/Partner 2/Bride (prior to this marriage)		Given Names	Birthplace of Spouse	Certified Large Certificate	
	Date of Marriage	Place of Marriage (city, town or village)			Photocopy of Registration	
	Month by name   Day   Year	Only Marriages that occurred in Alberta			Search Letter	
<b>DEATH</b>	Last Name of Deceased		Given Names	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Large Certificate
	Date of Death	Place of Death (city, town or village)	Marital Status	<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Photocopy of Registration
	Month by name   Day   Year	Only Deaths that occurred in Alberta				Medical Certificate (Restricted)
	Usual Residence of Deceased Prior to Death (province / country)	Date of Birth				Search Letter
	Month by name   Day   Year					
<b>NAME CHANGE</b>	Last Name before Name Change		Given Names before Name Change			
	New Last Name after Name Change		New Given Names after Name Change			
	Date of Birth	Place of Birth (city, town or village)	Date of Name Change			
	Month by name   Day   Year					

**RETURN THIS APPLICATION TO YOUR NEAREST REGISTRY AGENT**

This information is being collected for the purposes of vital statistics records in accordance with the *Vital Statistics Act*. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, 780-427-7013.