



IMPORTANT INFORMATION TO AVOID DELAYS

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	Street	Apartment No.
City / Town / Village		Province / Country
Postal / Zip Code		
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

X

				Type	Quantity
BIRTH	Last Name (give MAIDEN name if certificate is for a married woman)		Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female	Personal Information Only
	Date of Birth	Place of Birth (city, town or village)	Name of Hospital Where Birth Occurred		Personal and Parent's Information
	Month by name Day Year	Only Births that occurred in Alberta			
	Last Name of Father		Given Names	Birthplace of Father	
Maiden Name of Mother	Known by any Other Last Name	Given Names	Birthplace of Mother		Search Letter

				Type	Quantity
MARRIAGE	Last Name of Groom		Given Names	Birthplace of Groom	
	Last Name of Bride (prior to this marriage)		Given Names	Birthplace of Bride	
	Date of Marriage	Place of Marriage (city, town or village)			
	Month by name Day Year	Only Marriages that occurred in Alberta			
				Certified Small	
				Certified Large	
				Photocopy of Registration	
				Search Letter	

				Type	Quantity
DEATH	Last Name of Deceased		Given Names	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Date of Death	Place of Death (city, town or village)		Marital Status	
	Month by name Day Year	Only Deaths that occurred in Alberta		<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	
	Usual Residence of Deceased Prior to Death (province / country)		Date of Birth		
				Certified Large	
				Photocopy of Registration	
				Medical Certificate (Restricted)	
				Search Letter	

				Type	Quantity
STILLBIRTH	Last Name		Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female	Photocopy of Registration
	Date of Stillbirth	Place of Stillbirth (city, town or village)	Name of Hospital Where Stillbirth Occurred		Medical Certificate (Restricted)
	Month by name Day Year	Only Stillbirths that occurred in Alberta			
	Last Name of Father		Given Names	Birthplace of Father	
Maiden Name of Mother	Known by any Other Last Name	Given Names	Birthplace of Mother		

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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

- The **person** whose name is on the birth registration.
- The **parent(s)*** of the person whose birth is registered as established by registration documents or by court documents.
- A **guardian, trustee**, or person with **power of attorney** for the person whose birth is registered as established by court documents. Proof is required.
- Any person with written **authorization from** the person whose birth is registered or from the parents* of the person whose birth is registered.
- Any person with an **order from the court**. Court document is required.
- A person **adopting a child** may apply for that child's biological birth certificate. Proof of a pending adoption is required.
- The **legal representative for an eligible applicant** or a legal representative who requires it for official duties.
- Any person who requires it to comply with the *Child Welfare Act* or the *Parentage and Maintenance Act*. Proof is required.
- Any **adult next-of-kin**** of a person whose birth is registered when that person is deceased. (Common-law is included as next-of-kin).
- The **executor of a person's estate**, when the person whose birth is registered is deceased. Proof is required.
- When the person whose birth is registered is deceased and there are no eligible applicants, an **offspring of a deceased next-of-kin**** may apply.
- An **Ex-spouse** of the person named on the birth registration is only eligible to obtain a "Confirmation Letter" verifying birth details.

Marriage

- A **person** whose marriage is registered.
- Any person with **written authorization** from a person whose marriage is registered.
- The **legal representative for an eligible applicant** or a legal representative who requires it for official duties.
- Any person with an **order from the court**. Court document required.
- A **guardian, trustee** or person with **power of attorney**, for a person whose marriage is registered as established by court documents. Proof is required.
- Any **adult next-of-kin**** of the deceased bride and/or groom.
- The **executor** of an estate of the deceased bride and/or groom. Proof is required.
- When **both** bride and groom are deceased and there are no eligible applicants, an **offspring of a deceased next-of-kin**** may apply.

Death

- Any **adult next-of-kin**** of the deceased person. (Common-law is included as next-of-kin).
- A **guardian, trustee**, or person with **power of attorney** for the deceased person whose death is registered as established by court documents. Proof is required.
- Any person with **written authorization** from the person who is an **adult next-of-kin**** to the deceased person whose death is registered.
- The **legal representative for an eligible applicant** or a legal representative who requires it for official duties.
- The **executor** of the deceased person's estate.
- A **funeral home representative** who is making, or has made, arrangements for the deceased person.
- An **organization that provides benefits** to the deceased persons' survivors or beneficiaries (e.g. insurance company, trust company)
- Any person with an **order from the court**. Court document required.
- An **Ex-spouse** of the deceased, at the discretion of the Director of Vital Statistics.

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.)
- For stillbirth documents contact a Registry Agent for eligibility requirements.

EXCEPTIONS

When a birth record is 100 years old or older, anyone may apply for that record.

When a marriage record is 75 years old or older, anyone may apply for that record.

When a death record is 50 years old or older, anyone may apply for that record.

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

****Next-of-kin**: mother, father, son, daughter, brother, sister, spouse, or common-law spouse. This does not include in-laws.