

FAX

Date:

Send to:

Fax:

From: Certificates Express

Fax: (416)962-2968

URGENT REPLY ASAP PLEASE COMMENT PLEASE REVIEW FOR YOUR INFORMATION

Total pages, including cover: 8

Comments:

The following documents must be sent by either e-mail or fax in order to have your application sent out on a rush basis:

- Your certificate application
- Authorization Form
- If possibly, Proof of Urgency
- If possible, legible photocopies (front and back) of documents confirming his/her identity:

Acceptable Documents:

- Driver's License
- Birth Certificate
- Passport
- Treaty Status Card
- Citizenship Card
- Immigration Visa



40 Pleasant Blvd., Suite 100
 Toronto, Ontario M4T 1K1
 TOLL-FREE: (877) 663-6606
 FAX: (416) 962-2968

Invoice

Date _____

Please complete the form below to receive your certificates and information.

Applicant's Name - Last Name		First Name	Middle Name
Street Number		Street Name	Apt. No.
City, Town or Village		Province	Postal Code
Phone Number		E-Mail Address / Fax	

Government Fees

First Birth Certificate (includes basic information such as name, date and place of birth)	\$ 40.00	\$ _____
Replacement Birth Certificate	\$ 40.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures)	\$ 40.00	\$ _____
Replacement Certified Copy	\$ 40.00	\$ _____
Marriage/Death Certificate (includes basic information such as name, date and place of event).....	\$ 40.00	\$ _____
Marriage/Death Long Form (includes all registered information, including signatures)	\$ 40.00	\$ _____
Urgency Service	\$ 23.40	\$ _____

Certificates Express Ltd. Fees

Urgency Service	\$ 160.00	\$ _____
G.S.T. (Urgency Service)	\$ 8.00	\$ _____
Regular Service	\$ 80.00	\$ _____
G.S.T. (Regular Service)	\$ 4.00	\$ _____
Processing (each certificate requested, includes GST)	\$ 26.25	\$ _____
Delivery (see Certificates Express website for Alberta shipping charges) (includes GST)	\$ _____	\$ _____

Total Payment

Terms and Conditions:

- Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
- Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
- Where required, all forms must have an authorized guarantor in order to process.
- Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
- The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
- "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
- Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT: a) Payments by Visa, Mastercard, debit card, other. b) All payments and transactions are final. Any requests for refunds must be made within 24 hours of placing the order. A minimum fee of \$100 + G.S.T. may apply. c) The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request. d) "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees. e) "CEL" service fee is over and above any applicable government fees. f) Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt. g) The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval. h) The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on their behalf.
- "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met: a) The service is offered by the jurisdiction in charge of the certificate being requested. b) Where required, a valid guarantor must be available for confirmation — this is a government requirement. c) All government terms and conditions must be met. d) The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents. e) Government holidays and closures for any reason(s) voids Urgent Service. f) In some cases, proof of urgency must be provided. Please contact us for more information.
- "CEL" provides Regular Service when the following terms and conditions are met: a) Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction. b) Any time frame quoted regarding the receipt of requested documents is an estimation, not a guarantee. c) In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction. d) All other terms and conditions apply.
- All applicants must be registered at their municipal registry office to be eligible for a birth certificate. Please note that there is a minimum three-month processing time for provincial records to reflect the municipal registration.

Payment: Visa Mastercard Cheque Debit Other (specify): _____

Name of Cardholder _____ Signature of Cardholder _____

Card Number _____ Expiry Date (Month/Year) _____

Date: _____

To Whom It May Concern:

I, the undersigned, hereby authorize _____ of
Certificates Express Ltd. to apply for and receive a copy of my
_____ certificate.

Signed,

Signature: _____

Print Name: _____

This form is for **non-residents of Alberta** and for events that occurred within Alberta.

Out of Province Service Request Ordering Certificates / Documents

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

Certified Certificates and / or Photocopies of a Registration

Birth	Marriage	Death
<ul style="list-style-type: none"> 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. Proof of occupation is required (e.g. business card, etc.). Any person who requires it to comply with the <i>Child, Youth and Family Enhancement Act</i> or the <i>Parentage and Maintenance Act</i>. 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. 	<ul style="list-style-type: none"> 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. Proof of occupation is required (e.g. business card, etc.). 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. When a party to the marriage is deceased, their adult next-of-kin** may apply. The executor of an estate when either party to the marriage is deceased. Proof is required. When both parties to the marriage are deceased and there are no eligible applicants, an adult offspring of a deceased next-of-kin** may apply. 	<ul style="list-style-type: none"> 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. Proof of occupation is required (e.g. business card, etc.). 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, financial institution). 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.)

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>

* **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 or who have placed their child for adoption are not "next of kin" to biological relations.

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.

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

Personal Info Only - Full name of individual, date of birth, place of birth, sex, registration number, registration date.
Size: 12.5cm (4.9") x 17.6cm (6.9")

Personal Info & Parentage - Same as above, plus the names of parents and birthplaces of parents (province/country only).
Size: 12.5cm (4.9") x 17.6cm (6.9")

Marriage

Small - Name of groom, name of bride, date of marriage, place of marriage, registration number, registration date.
Size: 9.5 x 6.4cm (3 ¾ x 2 ½").

Large - Same as small, plus the birthplace of groom and bride (province/country only).
Size: 21.6 x 17.8 cm (8½ x 7").

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.
Size: 21.6 x 17.8 cm (8½ x 7").

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 first 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 or consulate 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. Each search is a three-year period or portion thereof.

Cost of Certificates

The cost for **each** certificate/photocopy of registration/search letter or genealogical search is **\$40.00 Canadian Dollars** which includes GST and the certificate(s) being returned by **regular** mail. Please note that 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 e-mail):

- Sending by **regular mail:**
Registry Connect
PO Box 386
Edmonton AB T5J 2J6

Note: You must be a **minimum age of 14** to apply. Children under the age of 14 must have a parent or guardian apply on their behalf.

- Sending by **registered mail or courier:**
Registry Connect
100, 10237 - 104 Street,
Edmonton AB T5J 1B1

- Sending by **fax:**

Fax application to **780-415-2226**. Fax orders must be paid by credit card.

Please do not send in applications more than 1 time. Each application received, whether by mail or fax, will be processed and all fees will apply. If you are concerned that your application did not arrive, please call or e-mail Registry Connect.

I.D. that is faxed in must be enlarged and made lighter so the information is clear and legible.

A clear copy of current identification must be submitted with each application.

A photocopy of **one** of the acceptable items of identification shown below must be included with the application. The identification must be valid (**not expired**) and belong to the applicant, showing name, document I.D. number and expiry date.

- Driver's Licence/ID Card
- Passport
- Citizenship Card
- Birth Certificate
- Treaty Status Card
- Immigration Visa

**** These are the only 6 types of I.D. that are accepted.**

How to apply for a certificate when identification is lost or stolen

- An eligible applicant can apply on your behalf (see the first page for who is eligible to apply).
- A family member or trusted friend can apply on your behalf. A letter of authorization/permission written and signed by you must be included with the application.

Note: This person now becomes the applicant and must provide **their** name, address, phone number, signature, date, etc. in the upper portion of the application and must attach a photocopy of **their identification**. They can request that the certificate be sent to you at your address if you wish.



Application for Certificate/Documents
Vital Statistics

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.

Form with fields: Full Name of Applicant, Telephone Number, Mailing Address, If Company, Attention of, Your Reference Number, Reason Certificate Required, State Your Relationship to Person Named on Certificate, A photocopy of personal identification must be provided and attached to this application. See "Important Information" pages for a list of acceptable I.D., Type of I.D., I.D. Number, Signature of Applicant, Date Signed.

The Quantity column must be completed.

Each item is \$40.00

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.

BIRTH section: Last Name, Given Names, Date of Birth, Place of Birth, Name of Hospital Where Birth Occurred, Birthplace of Father/Parent, Birthplace of Mother/Parent.

MARRIAGE section: Last Name of Spouse, Given Names, Birthplace of Spouse, Date of Marriage, Place of Marriage.

DEATH section: Last Name of Deceased, Given Names, Date of Death, Place of Death, Usual Residence of Deceased Prior to Death, Date of Birth, Marital Status.

STILLBIRTH section: Last Name, Given Names, Date of Stillbirth, Place of Stillbirth, Name of Hospital Where Stillbirth Occurred, Birthplace of Father/Parent, Birthplace of Mother/Parent.

This page must be completed and sent with the application.

Cost of Certificates: Each certificate/document costs \$40.00 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).

- Regular Service**
 - Cost - \$40 per document fee only (no other fees will apply).
 - Regular processing of application.
 - Document sent out by regular mail.

For all Services Options:
If applicable, provide e-mail address:

- Expedited Service**
 - Cost - \$40 per document fee, plus \$23.40 priority processing service fee.
 - Priority processing of application.
 - Document sent out by regular mail.

- Urgent / Rush Service**
 - Cost - \$40 per document fee, plus \$23.40 rush processing service fee, plus the delivery fee of the courier.
 (Delivery cost varies according to the destination. Registry Connect will add the courier cost to the sub total and charge your credit card accordingly).
 - Rush processing of application.
 - Document sent out by Rush courier (fastest delivery option).

Important! The following information applies to **all Urgent / Rush Service requests:**

- 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 a person and signed for. **Any additional courier costs for an undeliverable, redirected, or returned package will be charged directly to the client.**
- **For Urgent / Rush Courier Service payment must be made by credit card only.**

The total amount charged to your credit card will include: the cost for the certificate(s) – each certificate is \$40, **plus** the rush processing service fee of \$23.40, **plus** the delivery fee of the courier (*delivery costs vary according to the destination*).

Payment Options - **payment is non-refundable.** \$25.00 service fee is charged for all NSF or returned payments.

Cheque or Money Order (for Canadian or American residents only).

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

Credit Card - Number of Certificates: _____

- Regular Service – \$40 per document fee only (no other fees will apply).
- Expedited Service - \$40 per document fee, plus \$23.40 priority processing service fee.
- Urgent / Rush Service - \$40 per document fee, plus \$23.40 rush processing service fee, plus delivery fee of courier.

Visa **Master Card** **Expiry Date**

Credit Card Number Month / Year

 _____ / _____

I authorize Registry Connect to charge my credit card according to the service option and number of certificates I have chosen above.

_____ X _____ (_____) _____
Name of Cardholder & Relationship to Applicant **Signature of Cardholder** **Phone number of Cardholder**

Please **PRINT** your E-mail address **clearly:** _____