

# FAX

**Date:**

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**Send to:**

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**Fax:**

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**From: Certificates Express**

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**Fax: (416)962-2968**

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URGENT     REPLY ASAP     PLEASE COMMENT     PLEASE REVIEW     FOR YOUR INFORMATION

**Total pages, including cover: 5**

**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 marriage certificate application
- Authorization Form
- Signed Credit Card Slip



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)	\$ 27.00	\$ _____
Replacement Birth Certificate	\$ 27.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures)	\$ 50.00	\$ _____
Replacement Certified Copy	\$ 50.00	\$ _____
Marriage/Death Certificate (includes basic information such as name, date and place of event)	\$ 27.00	\$ _____
Marriage/Death Long Form (includes all registered information, including signatures)	\$ 50.00	\$ _____
Urgency Service	\$ 60.00	\$ _____

## 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	\$ _____
Shipping to Government (includes GST)	\$ 31.50	\$ _____
Delivery (see Certificates Express website for British Columbia 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: \_\_\_\_\_



# APPLICATION FOR MARRIAGE CERTIFICATE OR REGISTRATION PHOTOCOPY

Did you know that you can save yourself time and effort by ordering your certificate using our on-line electronic ordering system? This service is secure and easy to use and does not cost anything additional. Click here or type https://www.vs.gov.bc.ca/ecos/ into your Internet Browser.

APPLICANT AND MAILING ADDRESS INFORMATION			
NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence. <b>Rush courier packages need to be signed for.</b>			FOR OFFICE USE ONLY: AFS#
SURNAME		GIVEN NAMES	
MAILING ADDRESS			
CITY, PROVINCE/STATE, COUNTRY			POSTAL CODE
HOME TELEPHONE NUMBER (INCLUDE AREA CODE)	WORK TELEPHONE NUMBER (INCLUDE AREA CODE)	IF COMPANY, ATTENTION	
E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY)			

DATE AND PLACE OF MARRIAGE				
MONTH (ex: Feb)	DAY	YEAR	CITY	PROVINCE BRITISH COLUMBIA

PARTY 1 DETAILS	
SURNAME (BEFORE MARRIAGE)	GIVEN NAME(S)
BIRTHPLACE (CITY, PROV/STATE, COUNTRY)	

PARTY 2 DETAILS	
SURNAME (BEFORE MARRIAGE)	GIVEN NAME(S)
BIRTHPLACE (CITY, PROV/STATE, COUNTRY)	

### NUMBER OF SERVICES REQUIRED (see reverse for fee information and limits on number of certificates)

Large and small certificates are mailed separately

- Certificate (Small) } regular service - \$27.00 per certificate
- Certificate (Large) } (average 5 day processing time)
- Certificate (Small) } Rush: \$60.00 per event. **Important:** see below\*
- Certificate (Large) }
- Registration Photocopy, regular service - \$50.00 per photocopy
- Registration Photocopy, Rush: \$60.00 per event. **Important:** see below\*

\*NOTE: All services, other than rush services, will be mailed. Rush service provides 24 hour in-office processing time once received. Courier time is additional. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process.

PAYMENT METHODS	
<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> American Express	
Interac/Cash payment may be made in person at one of our four offices. Cheque or money order made payable to the Minister of Finance.	Credit Card # _____ Expiry Date _____
Postdated cheques not accepted	PRINT Card holder name as shown on Credit Card
AMOUNT ENCLOSED \$ _____	Card holder signature _____

YOUR RELATIONSHIP TO MARRIAGE  Self  \*Other \_\_\_\_\_ (\*requires written authorization from an eligible applicant)

Reason Certificate Required: \_\_\_\_\_

YOUR SIGNATURE (written) : \_\_\_\_\_

# IMPORTANT INFORMATION

## TO AVOID DELAY

- \* Complete all sections in full (All requests with incomplete information must be accompanied by a signed, written explanation for the omission and include two pieces of identification, including one picture ID, and written verification of identity on official letterhead from a Physician, Lawyer, Notary Public, or Religious Representative who has known you for at least two years.)
- \* Be sure you are authorized to make the request (see Section 3 below).
- \* 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**. Postdated cheques not accepted. Credit card payments are accepted, please complete the Credit Card portion on the front of this form.
- \* Be sure your address and telephone number are correct and clear.
- \* A service charge of \$20.00 will be levied on all cheques not honoured by the payees financial institution.

## 1) FEES

Fees as noted for each requested copy on the front of this form. The following conditions apply: where a certificate or registration photocopy cannot be issued because no record exists or the applicant has not supplied sufficient or correct information, a \$27.00 search fee will be assessed. *\*All fees subject to change. If ordering after April 1, 2008, contact our office for current fees.*

## 2) INFORMATION PROVIDED

**Certificates** contain the following information:

Marriage Small - name of each party, date, place, registration date, and registration number

Marriage Large - same as small plus birthdates and places of birth of each party

### Photocopies

- a) Registration photocopies are rarely needed by citizens, are not required for court purposes, and are not suitable for identification purposes.
- b) Registration photocopies contain all the information about the event as recorded at the time, and are rarely needed for reasons other than personal records.
- c) Should you believe that you require a certified photocopy of a marriage event registration, please visit our web site at: **www.vs.gov.bc.ca** or contact our customer enquiry line at **250 952-2681** for eligibility information.

## 3) WHO QUALIFIES TO APPLY FOR A MARRIAGE CERTIFICATE

Marriage certificates may be released to:

- a) Either party of the marriage
- b) A person who has written authorization of either party to the marriage

## OTHER SERVICES - For Records held in British Columbia only

### Genealogy Registration Photocopy

### Special Anniversary Certificates

To obtain an application for any of these services, please visit our web site or contact one of our offices by telephone or in person.

### MAILING ADDRESS

Vital Statistics Agency  
PO Box 9657 STN PROV GOVT  
Victoria BC V8W 9P3

### ENQUIRIES

Telephone: **250 952-2681** Victoria

### ORDERING BY CREDIT CARD

Telephone: 250 952-2557 (Victoria & outside BC)  
Toll free: 1 888 876-1633 (within BC)

### OR VISIT ONE OF OUR OFFICES

#### VICTORIA:

818 Fort Street  
Victoria BC

#### VANCOUVER:

250 - 605 Robson Street  
Vancouver BC

#### KELOWNA:

101 - 1475 Ellis Street  
Kelowna BC

#### PRINCE GEORGE:

433 Queensway Street  
Prince George BC

**Check our Web Site at:** [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)

The information on this form is collected under the authority of the **Vital Statistics Act** (RSBC 1996, c.479, Sec. 37). The information provided will be used to fulfill the requirements of the **Vital Statistics Act** for the release of marriage information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Service Representative at 250-952-2681, or write to the mailing address given above.