

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: 6

Comments:



40 Pleasant Blvd., Suite 100
Toronto, Ontario M4T 1K1

TOLL-FREE: (877) 663-6606
FAX: (416) 962-2968

Price List

NB

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 | |

Government Fees - Birth, Death, Marriage Certified Certificates

Any Certificate, Certified \$ 20.00 \$ _____

Government Fees - Birth, Death, Marriage Wallet-Sized Certificates

Any Certificate, Wallet-Sized \$ 25.00 \$ _____

Government Fees - Marriage Photo Print of Registration

Any Certificate, Photo Print \$ 25.00 \$ _____

Certificates Express Ltd. Fees - Regular Service

Regular Service \$ 80.00 \$ _____
 Processing (each certificate requested, includes GST) \$ 26.25 \$ _____
 Delivery (check the Certificates Express website for shipping chages)..... \$ _____ \$ _____
 G.S.T. (Regular Service) \$ 4.00 \$ _____

Certificates Express Ltd. Fees - Rush Service

Rush Service \$ 160.00 \$ _____
 Processing (each certificate requested, includes GST)..... \$ 26.25 \$ _____
 Delivery (check the Certificates Express website for shipping charges)..... \$ _____ \$ _____
 G.S.T. (Rush Service) \$ 8.00 \$ _____

Total Payment \$

How Are You Paying?

Visa Mastercard Debit Other (please specify): _____

Name of Cardholder _____ Signature of Cardholder _____

Card Number _____ Expiry Date (Month/Year) _____

Terms And Conditions

- 1.) 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.
- 2.) 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.
- 3.) Where required, all forms must have an authorized guarantor in order to process.
- 4.) Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
- 5.) The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
- 6.) "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
- 7.) 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.
- 8.) "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.
- 9.) "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.

Cancellations can only be made if the receipt has not been signed and if it is within 24 hours after telephone order has been placed (the date above). A minimum of \$100 plus administration fee can be placed.

WE ARE NOT A GOVERNMENT AGENCY

Terms and Conditions

1. **CONFIDENTIALITY AGREEMENT**
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.
2. 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.
3. Where required, all forms must have an authorized guarantor in order to process.
4. Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
5. The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
6. "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
7. 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 behalf of the applicant.
8. "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.
9. "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.

Sign Here: _____

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: _____



33-2262 (07/08)

Application for / Demande de
**MARRIAGE OR DEATH CERTIFICATE /
 CERTIFICAT DE MARIAGE OU DE DÉCÈS**

1. Please print clearly in blue or black ink. / Prière d'écrire clairement en lettres moulées à l'encre noire ou bleue.
2. See back of form for additional information. / Voir au verso pour des renseignements additionnels.
3. Please submit payment with this application. / Veuillez inclure votre paiement avec cette demande.

| | |
|--|---|
| Name of Applicant / Nom du demandeur | |
| Mailing Address / Adresse postale | |
| City / Ville | |
| Province | Postal Code / Code postal |
| Home / Résidence | Telephone / Téléphone Work / Travail |
| X _____ Signature of Applicant / Signature du demandeur | |

MARRIAGE CERTIFICATE / CERTIFICAT DE MARIAGE

| | | | | | |
|---|--|--|---|---|---|
| Surname (prior to this marriage) / Nom de famille (avant ce mariage) | | Given Name(s) / Prénom(s) | | Place of Birth / Lieu de naissance | |
| Surname (prior to this marriage) / Nom de famille (avant ce mariage) | | Given Name(s) / Prénom(s) | | Place of Birth / Lieu de naissance | |
| Date of Marriage / Date du mariage Yr. / Année Month / Mois Day / Jour | | Place of Marriage / Lieu du mariage | | | |
| Reason why certificate is required / Raison de la demande de certificat | | Type of Certificate / Format du certificat | Small Size / Petit format <input type="checkbox"/> | Large Size / Grand format <input type="checkbox"/> | Photographic Print / Épreuve photographique <input type="checkbox"/> |
| | | | | | In English / En anglais <input type="checkbox"/> In French / En français <input type="checkbox"/> |

STATE YOUR RELATIONSHIP TO THE INDIVIDUALS NAMED ON THE MARRIAGE CERTIFICATE /
 INDIQUEZ VOTRE LIEN DE PARENTÉ AVEC LA PERSONNE INSCRITE SUR LE CERTIFICAT DE MARIAGE

Self / Moi-même Other / Autre _____
 (State your relationship / Indiquez votre lien de parenté)

| | |
|--|---|
| <p style="text-align: center;">CONSENT</p> <p>If you are not one of the individuals named on the marriage certificate, please make sure that this section is signed by either individual OR that a signed letter of consent from either individual is provided with your application.</p> <p>I _____ authorize that my <small>(Name of person married)</small></p> <p>marriage certificate be issued to the applicant stated above.</p> <p>Signature : X _____</p> <p>Date : _____</p> | <p style="text-align: center;">CONSETEMENT</p> <p>Si vous n'êtes pas une des personnes nommées sur le certificat de mariage, assurez-vous que cette section est signée par l'une ou l'autre des personnes nommées OU qu'une lettre de consentement signée par l'une ou l'autre des personnes nommées est incluse avec votre demande.</p> <p>Je, _____, autorise que mon <small>(Nom de la personne mariée)</small></p> <p>certificat de mariage soit délivré au demandeur indiqué ci-dessus.</p> <p>Signature : X _____</p> <p>Date : _____</p> |
|--|---|

DEATH CERTIFICATE / CERTIFICAT DE DÉCÈS

| | | | | | |
|--|--|---|--|---|---|
| Surname of Deceased / Nom de famille du défunt | | Given Name(s) / Prénom(s) | | Sex / Sexe M <input type="checkbox"/> F <input type="checkbox"/> | Medicare No. / N° d'assurance-maladie |
| Date of Death / Date du décès Yr. / Année Month / Mois Day / Jour | | Place of Death / Lieu du décès | | Name of Funeral Home (if known) / Nom de la maison funéraire (si connu) | |
| If deceased was married, give name of spouse / Si le défunt était marié, indiquez le nom du conjoint | | Reason why certificate is required / Raison de la demande de certificat | | Number of Certificates required / Nombre de certificats requis | # In English / En anglais <input type="checkbox"/> In French / En français <input type="checkbox"/> |

| | | | | | |
|--|---|------------------------------------|---|---|----------------------------------|
| SNB OFFICE USE ONLY / À L'USAGE DU BUREAU SNB SEULEMENT | Client Waiting at SNB / Client(e) en attente à SNB | Yes / Oui <input type="checkbox"/> | No / Non <input type="checkbox"/> | VITAL STATISTICS OFFICE USE ONLY / À L'USAGE DU BUREAU DES STATISTIQUES DE L'ÉTAT CIVIL SEULEMENT Registration Number / Numéro d'enregistrement | |
| | Send Certificate To / Envoyer le certificat à | SNB <input type="checkbox"/> | Client / Client(e) <input type="checkbox"/> | | |
| | Fax Copy To / Télécopier une copie à | SNB <input type="checkbox"/> | Other Fax # / Autre n° de téléc. # / N° | | |
| | SNB Contact Name and Direct Phone Line / Nom du responsable à SNB et ligne téléphonique directe | Name / Nom | Telephone # / Téléphone | | Date Issued / Date de délivrance |

NOTES

1. Certificates can only be issued for marriages and deaths which occurred in New Brunswick.
2. Written consent is required for marriage certificates where applicant is not named on record. Proof of death is required if they are deceased.

REMARQUES

1. Les certificats ne peuvent être délivrés que pour les mariages ou décès qui ont eu lieu au Nouveau-Brunswick.
2. Le consentement écrit doit accompagner toute demande de certificat de mariage où le demandeur n'est pas reconnu sur le registre. La preuve de décès est requise s'il s'agit d'une personne décédée.

Information contained on marriage certificates :

- a) Small sized certificates include the following information: Name of each individual, date of marriage, place of marriage, registration number, registration date and date issued.
- b) Large sized certificates include all of the above information plus the married individuals' Province or Country of birth.
- c) A restricted photographic print of a marriage registration is available upon written consent of the parties.

Renseignements indiqués sur les certificats de mariage :

- a) Les certificats petit format comprennent les renseignements suivants : noms des mariés, date du mariage, lieu du mariage, numéro et date d'enregistrement et date de délivrance.
- b) Les certificats grand format comprennent tous les renseignements ci-dessus ainsi que la province ou pays de naissance des mariés.
- c) Une épreuve photographique limitée d'un enregistrement de mariage ne peut être délivrée sans le consentement écrit de l'une des deux parties.

Information contained on death certificates :

Only large sized death certificates are issued which include the name of deceased, sex, date of death, place of death, date of birth, province or country of birth, registration date, registration number and date issued.

Renseignements indiqués sur les certificats de décès :

Les certificats de décès ne sont délivrés qu'en grand format et comprennent les renseignements suivants : nom de la personne décédée, sexe, date du décès, lieu du décès, date de naissance, province ou pays de naissance, date et numéro d'enregistrement et date de délivrance.

Fees : (subject to change)

- | | |
|-----------------------------------|---------|
| (a) Large size certificates | \$25.00 |
| (b) Small size certificates | \$20.00 |
| (c) Photographic print (marriage) | \$25.00 |

Montant à déboursier : (sous réserve de modifications)

- | | |
|---|-------|
| a) Certificat grand format | 25 \$ |
| b) Certificat petit format | 20 \$ |
| c) Épreuve photographique d'un enregistrement (mariage) | 25 \$ |

PAYMENT OPTIONS

Payment must accompany the applications; please complete and check appropriate section below. (Note: A fee of \$25.00 will be charged for any dishonored cheques)

Amount of payment \$ _____

- Cheque or Money order payable to Service New Brunswick enclosed
 Debit Card or Cash (This option only available if applying in person)
 Visa or MasterCard
(You must pay by credit card if you are faxing your application – Fax Number (506) 444-4139)

_____ Expiry Date _____ / _____

Signature _____

Mail applications (and payment) to :

Vital Statistics
Service New Brunswick
P. O. Box 1998
Fredericton, NB
E3B 5 G4

MODE DE PAIEMENT

Le paiement doit accompagner la demande, cochez / remplissez la section appropriée. (Remarque : Un montant de 25 \$ sera facturé pour tout chèque impayé.)

Montant du paiement _____ \$

- Chèque ou mandat (ci-joint) fait à l'ordre de Services Nouveau-Brunswick.
 Carte de débit ou argent comptant (option seulement disponible si le demandeur se présente en personne)
 Visa ou MasterCard
(Vous devez payer par carte de crédit si vous faites votre demande par télécopieur – numéro du télécopieur (506) 444-4139)

_____ Date d'expiration _____ / _____

Signature _____

Faire parvenir vos demandes (et votre paiement) à :

Statistiques de l'état civil
Services Nouveau-Brunswick
C. P. 1998
Fredericton (N.-B.)
E3B 5 G4