

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

NL

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 Certificate

Birth Certificate \$ 20.00 \$ _____

Government Fees - Newborn Birth Certificate

Newborn Birth Certificate \$ 0.00 \$ _____

Government Fees - Marriage Certificate

Marriage Certificate \$ 20.00 \$ _____

Government Fees - Death Certificate

Death Certificate \$ 20.00 \$ _____

Certificates Express Ltd. Fees - Regular Service

Regular Service \$ 80.00 \$ _____
 Processing (each certificate requested, includes GST)..... \$ 26.25 \$ _____
 Delivery (check Certificates Express website for shipping charges)..... \$ _____ \$ _____
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 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

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 - 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: _____

WHO IS ENTITLED TO APPLY FOR A MARRIAGE CERTIFICATE?

- Either party to the marriage.
- A person with written authorization from a party to the marriage.
- A person with an order from the Court.
- When a party to the marriage is deceased (proof of death is required):
 - the children or parents of the deceased party;
 - the executor, trustee or administrator of the estate; or
 - a person with written authorization from one of the above.

WHO IS ENTITLED TO APPLY FOR A DEATH CERTIFICATE?

- Any person may apply for a death certificate.

IDENTIFICATION REQUIRED

Any person applying for a certificate is required to present acceptable identification - one piece of photo ID or two pieces of other ID, at least one of which contains their signature or address. A person who has written authorization to apply for or pick up someone else's certificate is required to present their own ID. Persons applying by mail or fax are required to submit photocopies of their ID documents.

TO AVOID DELAY

Complete the appropriate section in full (All requests with incomplete information must be accompanied by a written explanation for the omission.)

Payment must be enclosed with the application and can be either by cheque or money order (Canadian Funds) payable to the Newfoundland Exchequer Account. It is against Postal Regulations to send cash through the mail.

Be sure your address and telephone number are correct and are clearly printed.

Please indicate whether you wish to receive your certificate by mail or will pick it up.

MARRIAGE CERTIFICATES

Long form only is available and contains the name and sex of each party to the marriage, date of marriage, place of marriage, registration number, registration date, and date issued.

DEATH CERTIFICATES

Long form only is available and contains the name, date of death, place of death, age, sex, registration number, registration date, marital status and date issued.

Certificates contain information extracted from the original registration filed in our office.

Service is available at the following locations:

GOVERNMENT SERVICE CENTRES

ST. JOHN'S OFFICE

5 Mews Place
P. O. Box 8700
St. John's, NL A1B 4J6
Telephone: (709) 729-3308
Facsimile: (709) 729-0946

HARBOUR GRACE OFFICE

P. O. Box 512
7-9 Roddick Crescent
Harbour Grace, NL A0A 2M0
Telephone: (709) 945-3106/3107
Facsimile: (709) 945-3114

CLARENVILLE OFFICE

2 Masonic Terrace
Clarenville, NL A5A 1N2
Telephone: (709) 466-4061/4068
Facsimile: (709) 466-4070

GANDER OFFICE

Fraser Mall, 230 Airport Blvd.
P. O. Box 2222
Gander, NL A1V 2N9
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR OFFICE

Office Location: 9 Queensway
Mailing Address:
3 Cromer Avenue
Grand Falls-Windsor, NL A2A 1W9
Telephone: (709) 292-4348/4206
Facsimile: (709) 292-4528

CORNER BROOK OFFICE

133 Riverside Drive, Noton Bldg.
P. O. Box 2006
Corner Brook, NL A2H 6J8
Telephone: (709) 637-2387/2389/2490
Facsimile: (709) 637-2905

HAPPY VALLEY-GOOSE BAY OFFICE

13 Churchill Street, Thomas Building
P. O. Box 3014, Stn. "B"
Happy Valley-Goose Bay, NL
A0P 1E0
Telephone: (709) 896-5428/5430
Facsimile: (709) 896-4340

GRAND BANK OFFICE

Office Location: Buffett Building
Mailing Address:
P. O. Box 479
Grand Bank, NL A0E 1W0
Telephone: (709) 832-1672
Facsimile: (709) 832-1792

STEPHENVILLE OFFICE

35 Alabama Drive
Stephenville, NL A2N 3K9
Telephone: (709) 643-8650/8635
Facsimile: (709) 643-8654

ST. ANTHONY OFFICE

Viking Mall
P. O. Box 28
St. Anthony, NL A0K 4S0
Telephone: (709) 454-8833
Facsimile: (709) 454-3206

LABRADOR CITY OFFICE

118 Humphrey Road
Labrador City, NL A2V 2J8
Telephone: (709) 944-5859
Facsimile: (709) 944-5630