

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: 5

Comments:

Thank you for choosing Certificates Express Ltd. Please ensure the following is completed and signed:

- 1) Certificate Application Form
- 2) Signed Terms and Conditions Agreement – this makes sure that you understand what we do and what, if any, limitations there are.
- 3) Signed Credit Card Slip and invoice with the credit card # and the expiry date or any other proof of payment. We cannot proceed until we receive payment.

Once the enclosed forms have been completed, fax them back to us A.S.A.P. Do not hesitate to call us with any questions/concerns. Your attention in this matter is appreciated and thank you for your business.

Regards,

Certificates Express

Certificates Express Ltd.
40 Pleasant Blvd., Suite 100
Toronto, Ontario M4T 1K1
Canada

Phone: Toll-free: (877) 663-6606
Fax: (416) 962-2968
Email: info@certificatesexpress.com
Website: <http://www.certificatesexpress.com>



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

Price List

NS

Date _____

BIRTH, DEATH & MARRIAGE

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, Marriage and Death Certificates, Short Form

- Certificate, Short Form \$ 28.84 \$ _____
- Courier Fee \$ 20.00 \$ _____

Government Fees - Birth and Death Certificates, Long Form

- Certificate, Long Form \$ 34.85 \$ _____
- Courier Fee \$ 20.00 \$ _____

Government Fees - Birth, Marriage and Death Certificates, Certified Copy

- Certificate, Certified Copy \$ 34.85 \$ _____
- Courier Fee \$ 20.00 \$ _____

Certificates Express Ltd. Fees - Regular Service

- Regular Service \$ 80.00 \$ _____
- Processing (includes GST)..... \$ 26.25 \$ _____
- Delivery \$ _____ \$ _____
- G.S.T. (Regular Service) \$ 4.00 \$ _____

Certificates Express Ltd. Fees - Rush Service

- Rush Service \$ 160.00 \$ _____
- Processing (includes GST)..... \$ 26.25 \$ _____
- Delivery \$ _____ \$ _____
- 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.
- 10.) 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.

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**
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 - e. "CEL" service fee is over and above any applicable government fees.
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 - 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: _____

Birth Certificate Application

MAILING ADDRESS INFORMATION - Please Print				Office Use Only - Our File #							
Surname		Given Names									
Mailing Address											
City		Province/State						Country		Postal Code	
Civic Address (If different than above)											
City		Province/State		Country		Postal Code					
Home Number		Work Number		Fax Number		E-mail address					

BIRTH DETAILS - Use maiden name if married - include french symbols if applicable

Surname							
First Name				Middle Name(s)		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth	Month	Day	Year	Place of Birth (City, Town, or Village)		Province <i>Nova Scotia</i>	

FATHER/OTHER PARENT'S DETAILS - If stated on Birth Record

Surname							
First Name				Middle Name(s)			
Birth Place - City, Town, or Village				Province/State		Country	

MOTHER'S DETAILS - Use Mother's maiden surname (surname before marriage)

Surname							
First Name				Middle Name(s)			
Birth Place - City, Town, or Village				Province/State		Country	

SERVICES REQUESTED - Please indicate if more than one copy is required

<input type="checkbox"/> Short Form: \$28.84 per certificate		<input type="checkbox"/> Certified copy: \$34.85 per document	
<input type="checkbox"/> Long Form: \$34.85 per certificate		<input type="checkbox"/> Courier Service: \$20.00	
Payment Type	Submitted by	Credit Card	Submitted by
<input type="checkbox"/> Cheque	<input type="checkbox"/> Mail	<input type="checkbox"/> Visa <input type="checkbox"/> American Express	<input type="checkbox"/> Mail <input type="checkbox"/> In person
<input type="checkbox"/> Money Order	<input type="checkbox"/> In person	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Fax _____
<input type="checkbox"/> Credit Card - Complete credit card section on right		Credit Card Number _____	
<input type="checkbox"/> Interac/Cash payment may only be made in person at the counter		Name as shown on credit card _____	
		Expiry Date _____	
Your Signature _____		Cardholder Signature _____	

YOUR RELATIONSHIP TO BIRTH EVENT

<input type="checkbox"/> Self	<input type="checkbox"/> Mother	<input type="checkbox"/> Father/Other Parent	<input type="checkbox"/> Other - Please indicate relationship
Reason Certificate required			
Note: If above particulars are not completed in full, or if the correct payment per service requested is not enclosed, your request cannot be processed.			

IMPORTANT INFORMATION

To Avoid Delay

- Complete all sections **in full**. (All requests with incomplete information must be accompanied by a written explanation for the omission. If any portion of the relevant event information is left blank, the application will be returned for completion.)
- 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.
- If you are paying by credit card, include the card number, expiry date, and the actual name of the cardholder that appears on the card. NOTE: Only Visa, MasterCard and American Express are accepted.
- Be sure your address and telephone number are correct and clear.

1) Fees - As noted for each requested copy on the front of this form.

2) Information provided

Certificates contain the following information:

- Short Form*: Full name, sex, date of birth, place of birth, registration date, registration number, and date issued.
- Long Form*: Full name, sex, date of birth, place of birth, registration date, registration number, date issued, names of parents, and birthplaces of parents.
- Certified Copy*: All the information which appears on the original registration, including full name, sex, date of birth, place of birth, registration date, registration number, date issued, names of parents, birthplaces of parents, plus other information, for example, the name of the person who assisted at the birth, birth weight, etc.

NOTE: Certified copies are generally only required for court purposes. They are not for use as identification.

3) Who qualifies to apply for a Birth Certificate

Birth certificates may be released to:

- You, if the record pertains to your own birth
- Parents of a child
- A lawyer who specifically indicates they are working on behalf of "a" or "b" above, or a person on the written authorization of "a" or "b" above
- The executor/executrix or trustee of an estate.
- Guardian (copy of guardianship papers must be attached to this application)

Other Services

Death and marriage certificates, legal change of name, domestic partnership registrations, and genealogy searches. To obtain an application for any of these services, please visit one of our offices, or contact us by telephone at 1-877-848-2578 or on the internet at: <http://www.gov.ns.ca/snsmr/vstat>

The information on this form is collected under the authority of the Vital Statistics Act (Revised Statutes of Nova Scotia 1989, chapter 494). The information provided will be used to fulfill the requirements of the Vital Statistics Act for the release of birth information. If you have any questions about the collection or use of this information, please contact Vital Statistics at 1-877-848-2578.

Mailing Address:

Vital Statistics
P.O. Box 157
Halifax, Nova Scotia
B3J 2M9 Canada

Enquiries:

Local: (902) 424-4381
Toll Free: 1-877-848-2578 (Nova Scotia only)
Fax: (902) 424-4143
E-mail: vstat@gov.ns.ca

Or Visit Our Office:

Vital Statistics Office - Joseph Howe Building
1690 Hollis Street
Halifax, Nova Scotia
B3J 2M9 Canada

Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday, except holidays.

Website and ordering online: <http://www.gov.ns.ca/snsmr/vstat>