

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>

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, 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.

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.
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7. Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT:
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 - 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.
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 - 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.
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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: _____

Marriage or Death Certificate Application

MAILING ADDRESS INFORMATION - Please Print

Surname		Given Names		Office Use Only - Our File #	
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		

MARRIAGE CERTIFICATE DETAILS - INCLUDE FRENCH SYMBOLS IF APPLICABLE

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

DEATH CERTIFICATE DETAILS - INCLUDE FRENCH SYMBOLS IF APPLICABLE

Surname						
First Name			Middle Name(s)		Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Death	Month	Day	Year	Place of Death (City, Town, or Village)	Province	<i>Nova Scotia</i>
Residence Before Death	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 - Death Certificate only		<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 EVENT (MARRIAGE OR DEATH)

<input type="checkbox"/> Self	<input type="checkbox"/> Mother	<input type="checkbox"/> Father/Other Parent	<input type="checkbox"/> Spouse	<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 on Marriage Certificate

- Short Form Certificate:* Names of parties to the marriage, date of marriage, place of marriage, registration number, registration date and date issued.
- Long Form Certificate:* (see certified copy below)
- Certified Copy:* The certified photographic copy of the original marriage registration contains all of the information on a short form certificate and may contain the following information of both parties to the marriage: marital status, age, religious denomination, residence, place of birth, full name of parents, birthplace of parents, marriage officiant.

Information provided on Death Certificate

- Short Form Certificate:* Given and surname, sex, date of death, age, place of death, registration number, registration date, date issued.
- Long Form Certificate:* The Long Form Death Certificate contains all the above information and the following, **if** recorded on death record; date of birth, place of birth, residence, occupation, marital status, name of spouse, names of parents, attending physician, funeral director, disposition, place of disposition, name of informant, address, relationship.
- Certified Copy:* The certified photographic copy of the original death registration contains all of the information on a long form certificate as well as medical cause of death.

3) Who qualifies to apply for a Marriage Certificate

Short form marriage certificates may be released to any person who has a valid reason for requiring the document.

Certified copies may be released to:

- a) either party to the marriage
- b) a lawyer representing one of the parties to the marriage in a divorce action
- c) to a third party upon the written consent of one of the parties.

Who qualifies to apply for a Death Certificate

Short form death certificates may be released to any person who has a valid reason for requiring the document.

Long form death certificates may be released to:

- a) next-of-kin of the deceased
- b) trustee or executor of an estate

Certified copies of death registrations containing cause of death are released only to next-of-kin or an executor of an estate in selected circumstances and with authorization of the Minister or a court order.

Other Services

Birth 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 marriage or death 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>