

# 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: 7**

**Comments:**

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

- 1) Government Application Form
- 2) Signed Authorization Letter - This will allow us to act on your behalf
- 3) Signed Terms and Conditions Agreement – this makes sure that you understand what we do and what, if any, limitations there are.
- 4) 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.
- 5) If possible, a travel letter or proof of urgency written confirmation must accompany application for Government urgency request.

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



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.

Applicants Name - Last Name		First Name	Middle Name
Street Number	Street Name		Apt. No.
City, Town or Village		Province	Postal Code
Phone Number		E-MailAddress/ Fax	

### Government Fees

First Birth Certificate (includes basic information such as name, date and place of birth)	\$10.00	\$ _____
Replacement Birth Certificate	\$20.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures)	\$20.00	\$ _____
Replacement Certified Copy	\$20.00	\$ _____
Urgency Service	\$90.00	\$ _____
Gov't Rush Service	\$60.00	\$ _____

### Certificates Express Ltd. Fees

Urgency Service	\$160.00	\$ _____
G.S.T. (Urgency Service)	\$8.00	\$ _____
Expedited Service	\$160.00	\$ _____
G.S.T. (Expedited Service)	\$8.00	\$ _____
Regular Service	\$80.00	\$ _____
G.S.T. (Regular Service)	\$4.00	\$ _____
Processing (each certificate requested, includes GST)	\$26.25	\$ _____
Delivery (Ontario only; check Certificates Express website for charges outside of Ontario) (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)

**APPLICATION FOR CERTIFICATION:**  
 BIRTH     MARRIAGE     DEATH

Once complete, return this form with payment to the address on reverse

This personal information is being collected under the authority of the *Vital Statistics Act* and will be used to issue certificates for births, deaths and marriages. This information is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Department of Health and Social Services (see contact information provided on this form).

**IF BIRTH CERTIFICATE(S) REQUIRED, COMPLETE THIS SECTION (PLEASE PRINT)**

Surname (If married, maiden surname)		Given Name(s)		Birth date Y / M / D			Gender <input type="checkbox"/> M <input type="checkbox"/> F		
Place of Birth (City/Town/Village)								<b>NORTHWEST TERRITORIES</b>	
Surname of Father		Given Name(s)		Birthplace of Father					
Maiden Surname of Mother		Given Name(s)		Birthplace of Mother					
Date of Registration <small>OFFICE USE ONLY</small>	Registration Number <small>OFFICE USE ONLY</small>	Type of Certificate Required (specify quantity) _____ Wallet    _____ Paper (Framing)    _____ Restricted Photocopy (Long Form)							

**IF MARRIAGE CERTIFICATE(S) REQUIRED, COMPLETE THIS SECTION (PLEASE PRINT)**

Surname of First Party		Given Name(s)		Birthplace of First Party					
Surname of Second Party		Given Name(s)		Birthplace of Second Party					
Date of Marriage - Y/M/D		Place of Marriage (City/Town/Village)						<b>NORTHWEST TERRITORIES</b>	
Date of Registration <small>OFFICE USE ONLY</small>	Registration Number <small>OFFICE USE ONLY</small>	Type of Certificate Required (specify quantity) _____ Wallet    _____ Paper (Framing)    _____ Restricted Photocopy (Long Form)							

**IF DEATH CERTIFICATE(S) REQUIRED, COMPLETE THIS SECTION (PLEASE PRINT)**

Surname of Deceased		Given Name(s)		Age	Date of Death Y / M / D			Gender <input type="checkbox"/> M <input type="checkbox"/> F	
Place of Death (City/Town/Village)								<b>NORTHWEST TERRITORIES</b>	
Permanent Residence of Deceased, prior to death						Marital Status			
Mother's Name		Father's Name		If Married, Spouse's Name					
Date of Registration <small>OFFICE USE ONLY</small>	Registration Number <small>OFFICE USE ONLY</small>	Type of Certificate Required (specify quantity) _____ Paper (Framing)							

**PLEASE INDICATE REASON FOR APPLICATION**

Signature of Applicant <b>X</b>		Date - Y/M/D	State Relationship to Person Named	Fee Enclosed \$

**MAILING ADDRESS (PLEASE PRINT)**

Name Certificate is Being Mailed To		Home Phone No. ( )			Work Phone No. ( )			
Mailing Address		City/Town/Village				Postal Code 		

**OFFICE USE ONLY**

Amount Received	Refund/Return	Notes
Receipt No.		

NWT8627/0208	Date Received - Y/M/D	Date Processed - Y/M/D
<b>WOULD YOU LIKE US TO CALL YOU FOR CREDIT CARD INFORMATION?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		



# Application Form

# Vital Statistics Agency

## To be mailed to:

Name		
Address		Apt. No.
City	Province	Postal code
Business Phone No.	Home Phone No.	
Reason for Application		

File number:

### Language Preferred

English

French

**FEE - \$25 EACH**

**PERSON ENTITLED TO THIS INFORMATION**  
(See reverse for who is entitled to receive certificates)

Birth Certificate: yourself or a parent or a guardian. Marriage certificate: yourself, or a child or parent if both parties are deceased.

**X** \_\_\_\_\_  
Signature of entitled person

\_\_\_\_\_   
Print name of entitled person

\_\_\_\_\_   
Your relationship to person named on certificate

**AUTHORIZED REPRESENTATIVE**

Anyone who has written authorization of the person who is entitled to obtain the requested information.

**X** \_\_\_\_\_  
Signature of person authorized to obtain this information

\_\_\_\_\_   
Print name of authorized person

**IMPORTANT**  
Please attach written authorization of the entitled person if the signature has not been given on this application.

## BIRTH

Last name (give MAIDEN name if certificate is for a married woman)		Given names	Sex
Date of birth MONTH   DAY   YEAR		Place of birth	MANITOBA
Last name of father		Given names	Place of birth* (City/Province)
Maiden name of mother		Given names	Place of birth* (City/Province)

Size and number of certificate(s) required  Small  Large  Restricted photocopy

## MARRIAGE

Last name of party at time of marriage		Given names	Place of birth* (City/Province)
Last name of party at time of marriage		Given names	Place of birth* (City/Province)
Date of marriage MONTH   DAY   YEAR		Place of marriage	MANITOBA

Size and number of certificate(s) required  Large  Restricted photocopy

\*If place of birth is outside North America, give the name of the country

## DEATH

Last name of deceased		Given names	Sex
Date of death MONTH   DAY   YEAR		Place of death	MANITOBA

Age \_\_\_\_\_

Size and number of certificate(s) required  Large  Restricted photocopy

## PAYMENT (see fee schedule on reverse)

Cash or Debit card (in person only)  Cheque or Money Order (payable to Minister of Finance) Total amount enclosed \$ \_\_\_\_\_

Visa  MasterCard Card number \_\_\_\_\_ Expiry date (m/y) \_\_\_\_\_

**X** \_\_\_\_\_  
Cardholder's signature Print name of cardholder

# IMPORTANT INFORMATION

Complete the appropriate sections *in full*.

Incomplete applications or those with insufficient payment will be returned.

Documents can be issued only if the birth, marriage or death occurred in Manitoba.  
Certificates contain information extracted from the original registration filed at our office.

## CERTIFICATES

Birth certificates for married persons are issued in the maiden name. Please provide your **maiden** name on the application.

### BIRTH

Issued in two sizes and contain the following information:

**Small** - 3<sup>3</sup>/<sub>4</sub> x 2<sup>1</sup>/<sub>2</sub> in. (9.5 x 6.4 cm)

Name, date and place of birth, sex, registration date and number

**Large** - 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm)

Name, date and place of birth, sex, parents' names, registration date and number

### MARRIAGE

Issued in large size only 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm) and contains the name, birthplace and sex of each party, the date and place of marriage, registration date and number.

### DEATH

Issued in large size only 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm) and contains the name of deceased, date and place of death, age, sex, registration date and number.

### RESTRICTED PHOTOCOPY

Is a certified photocopy of the original registration of the event and contains all the information that appears on the registration with the exception of the Registration of Death, which does not show the cause of death. (Cause of death is restricted to adult **next-of-kin only and is not disclosed unless specifically requested and reason given**).

### COMMEMORATIVE CERTIFICATES

In addition to the official birth or marriage certificates, the Vital Statistics Agency offers commemorative birth or marriage certificates under the Treasured Event® theme. These large 11" x 14" beautifully designed certificates are not legal documents but rather are intended for framing and are sure to be family treasures for many years to come. For further information, please contact the Vital Statistics Agency.

### NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information requested on this form is collected pursuant to the *Vital Statistics Act* to fulfill the requirements for the release of birth, marriage and death information. If you have any questions regarding the collection or use of this information, please contact the Director of the Vital Statistics Agency at the address below.

## WHO IS ENTITLED TO RECEIVE CERTIFICATES

### Birth

- You, if the application is for your own certificate
- Parents named on the record of a child.
- Guardian (must submit guardianship papers)
- A representative with written authorization of a) b) or c) above\*

### Marriage

- Either party to the marriage
- The children or parents if both parties are deceased
- A representative with written authorization of a) or b) above\*

\*Written authorization of person entitled to certificate must accompany the application.

### Death

- Any person with a valid reason
- Only next-of-kin may obtain a certified photocopy of a death registration

### FEES (Subject to Change without Notice, please check our Web-Site for current Fee Schedule)

> Each certificate or certified photocopy	<b>\$25</b>
> RUSH service (includes certificate and courier costs.)	
- for Canadian destinations	<b>\$60</b>
- for US destinations	<b>\$70</b>
- for International destinations	<b>Upon Request</b>

*Rush services are processed within 24 hours of receipt of application and sent out by courier.*

**NOTE:** Personal cheques, unless certified, will **NOT** be accepted for RUSH services

> Service charge on returned cheques (NSF, etc.). **\$20**

Payment must be made in Canadian funds by cheque or money order made payable to **Minister of Finance**, or by credit card. Applicants living outside of Canada must pay by **International money order or credit card**.

Please ensure you order the right type and size of certificate required for your purposes. Certificates will **NOT** be exchanged.

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### Address

Vital Statistics Agency  
254 Portage Avenue  
Winnipeg, MB R3C 0B6

### Inquiries

Telephone: (204) 945-3701  
Toll-free (within Man. only): 1-800-282-8069 ext. 3701  
Service en français : (204) 945-5500  
Fax: (204) 948-3128  
E-mail: vitalstats@gov.mb.ca  
Web-Site: www.gov.mb.ca/cca/vital

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: \_\_\_\_\_