

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:

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

- 1) Certificate 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.

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

Price List

PEI

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 and Marriage Certificates

- Certificate, Wallet-Size \$ 25.00 \$ _____
- Certificate, Framing Size \$ 35.00 \$ _____
- Rush Service Fee \$ 25.00 \$ _____

Government Fees - Death Certificates, Framing Size

- Certificate, Framing Size \$ 30.00 \$ _____
- Rush Service Fee \$ 25.00 \$ _____

Government Fees - Birth and Marriage Certificates, Certified Copy

- Any Certificate, Certified Copy \$ 30.00 \$ _____
- Rush Service Fee \$ 25.00 \$ _____

Government Fees - Searches

- Searches for any three-year period \$ 10.00 \$ _____
- Rush Service Fee \$ 25.00 \$ _____

Certificates Express Ltd. Fees - Regular Service

- Regular Service \$ 80.00 \$ _____
- Processing \$ 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 \$ 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.
- 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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 - 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: _____

Name of Applicant: _____ Method of payment: (must accompany application):
Money Order Cheque Visa Mastercard
Mailing Address: _____ Card # _____
City/Province: _____ Postal/Zip code _____ Exp. Date _____ Signature _____
Phone.: (H) _____ (W) _____ Relationship to person named on certificate: _____
Specific reason certificate is required: _____

If birth certificate required, complete this section (PLEASE PRINT)

Last name(give maiden name if certificate is for a married woman): _____
Male
Given names: _____ Female Date of birth: _____ / _____ / _____
Month (written out) Day Year
Place of birth (city, town or village) _____, PRINCE EDWARD ISLAND
Last name of Father: _____ Given names: _____ Birthplace: _____
Maiden Name of mother: _____ Given names: _____ Birthplace: _____

Type: Wallet Framing Search

If marriage certificate required, complete this section (PLEASE PRINT)

Last name of spouse: _____ Given names: _____ Birthplace: _____
Last (maiden)name of spouse: _____ Given names: _____ Birthplace: _____
Date of marriage: _____ / _____ / _____ Place of marriage (city/town/village): _____, PEI
Month (written out) Day Year

Type: Wallet Framing Search

If death certificate(s) required, complete this section (PLEASE PRINT)

Surname of deceased: _____ Given name(s): _____
Male
Date of death: _____ / _____ / _____ Female Age: _____ Date of birth: _____ / _____ / _____
Month(written out) Day Year Month(written out) Day Year
Place of death: _____, PEI Usual Residence prior to death: _____
Marital Status: Single Married Widow Divorced

Type: Certificate of Death Search

X _____
Signature of applicant Date of application

FOR OFFICE USE ONLY

Receipt No. _____ Invoice No. _____ Certificate typed by: _____ Date Issued _____
Registration Date: _____ Registration No. _____ Certificate No. _____ Fee Chg'd _____

IMPORTANT INFORMATION

Certificates can only be issued for births, marriages, and deaths which occurred in P.E.I.

WHO CAN APPLY FOR CERTIFICATES:

◆ BIRTH CERTIFICATES:

- Person named on the certificate
- A parent whose name appears on the registration from which the certificate is to be issued
- A person authorized in writing by the person named on the certificate, or the parents of the person named on the certificate
- A court order
- A lawyer authorized in writing to act for the person, parents or spouse named on the certificate
- Long form birth certificates can only be issued to the person named on the certificate or to the parents of that person

◆ MARRIAGE CERTIFICATES:

- Person named in the certificate
- A spouse whose name appears on the registration from which the certificate is to be issued
- A person on the authorization in writing of the person named on the certificate or spouse of the person named on the certificate
- A lawyer (authorized in writing) acting for the person(s) named on the certificate
- A court order

◆ DEATH CERTIFICATES:

The following may apply for a death certificate:

- Any person furnishing information satisfactory to the Director, may obtain a certificate in the prescribed form in respect of the registration of death.
- No certificate issued shall disclose the cause of death.

TO AVOID DELAY:

- Complete the appropriate section in full (PLEASE PRINT)
- Ensure that you are authorized to make the request
- Enclose the correct fee by cheque or money order (Canadian Funds)
- Ensure that your phone number and address are correct and clear
- If required immediately, 48 hour Rush Service is available
- Certificate can be couriered at Applicant's expense

FEES: Birth - Wallet size	-	\$25.00	Marriage - Wallet size	-	\$25.00
Birth - Framing size	-	\$35.00	Marriage - Framing size	-	\$35.00
Death - Framing size	-	\$30.00			

Searches: \$10.00 for every three years of search Rush Service: \$25.00

Mailing Address:

Vital Statistics

PO Box 3000, Montague, PE C0A 1R0

Telephone: (902)838-0880 Fax: (902)838-0883

Toll Free within the province: (877)320-1253

Make cheque/money order payable to Vital Statistics P.E.I.