

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:



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.

Form with fields for Applicant Name (Last, First, Middle), Street Number, Street Name, Apt. No., City, Town or Village, Province, Postal Code, Phone Number, and E-Mail Address / Fax.

Government Fees

Table listing fees: Short/Long Certificate (\$25.00), Certified/Genealogical Copy (\$50.00), Urgency fee (\$30.00).

Certificates Express Ltd. Fees

Table listing fees: Rush Service (\$160.00), Regular Service (\$80.00), Processing (each certificate requested, includes GST) (\$26.25), Delivery (check Certificates Express website for Saskatchewan shipping charges) (includes GST).

Total Payment _____

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.
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.

Payment: Visa Mastercard Cheque Debit Other (specify): _____

Name of Cardholder _____ Signature of Cardholder _____

Card Number _____ Expiry Date (Month/Year) _____

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: _____

APPLICATION FOR A BIRTH CERTIFICATE



**Saskatchewan
Health**

Vital Statistics

100-1942 Hamilton Street
Regina, Saskatchewan S4P 4W2
Telephone: 306-787-3251
Toll Free: 1-800-667-7551 (In Sask Only)
Fax: 306-787-2288

THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE BIRTH CERTIFICATE

Name (please print) _____

Address (Number/Street/Apt. Number/Rural Route/Box Number) _____

Community, Province/State, Country _____

Postal/Zip Code _____

Home Phone Number _____

Work Phone Number _____

Reason Why Certificate(s) is (are) required _____

Relationship to person named on certificate(s) _____

Certificates to be: Same Day Service Mailed Picked Up

Office use only:
Date picked up: _____

THE FOLLOWING PERSONAL IDENTIFICATION
HAS BEEN PROVIDED
(see reverse for types of ID required)

Document: _____ Number: _____
Document: _____ Number: _____

Signature of Applicant X _____ **Date Signed** _____

PAYMENT METHOD (see reverse for applicable fees)

Cheque Money Order Visa MasterCard

Credit card # _____

Name on credit card _____

Expiry date _____

Amount Enclosed/Authorized \$ _____

Signature of cardholder X _____

**THE FOLLOWING MUST BE COMPLETED WITH INFORMATION
PERTAINING TO THE REQUIRED BIRTH CERTIFICATE**

		Sex	Quantity	Size
SURNAME (MAIDEN name if certificate is for a Married Woman) Given Name(s)				Short Form (\$25 each)
Date of Birth Month Day Year	Place of Birth , SASKATCHEWAN			Long Form (\$25 each)
BIRTH SURNAME of Father	Given Name(s)			Certified Photocopy of Registration (\$50 each)
BIRTH SURNAME of Mother	Given Name(s)			Genealogical Photocopy (\$50 each)

For Office Use Only

IMPORTANT INFORMATION

- Complete all sections in full. An application with incomplete information must be accompanied by a written explanation for the omission.
- You must sign and date the application.

IDENTIFICATION REQUIRED

The person applying for the certificate **MUST** provide legible photocopies of documents confirming his or her identity.

Acceptable documents are:

One piece of government-issued photo identification **OR Two pieces** of identification - one of which must contain your signature.

Examples: Photo Driver's Licence
Certificate of Indian Status
Passport
Canadian Citizenship Card

Examples: Birth Certificate
Health Services Card
Social Insurance Card

CERTIFICATES OF BIRTH

Fee - \$25.00 (No GST)

The certificate contains information extracted from the original registration. Certificate size is 12.5 cm x 17.6 cm

Short Form - Name, date of birth, place of birth, sex, registration number and registration date.

Long Form - Same information as Short Form plus parents' names and places of birth.

CERTIFIED PHOTOCOPY OF THE ORIGINAL REGISTRATION

Fee - \$50.00 (No GST)

A certified photocopy of a Registration of Birth contains all the information that appears on the original registration.

GENEALOGICAL PHOTOCOPY

Fee - \$50.00 (No GST)

A genealogical photocopy of a Registration of Birth contains all the information that appears on the original registration. This photocopy is stamped "For Genealogy Only".

SEARCH FEE

Fee - \$25.00 for each search period of three consecutive years or less

The fee for each search of the indexes for the Registration of Birth and the issue of a certificate respecting the registration of live birth or of a report of the search includes a three-year record search. *Fees are subject to change.*

SAME-DAY ISSUING FEE

In addition to the certificate fee(s), a \$30.00 fee is payable if the applicant requests that the application be processed the same day that it is received in the office. On such a request, certificates will be available for pick-up that same day during regular office hours (8:30 am to 4:30 pm), or will be forwarded by the next available courier service.

Same-day issuing does not guarantee same-day delivery.

METHOD OF PAYMENT

- **Do not send cash.** It is against postal regulations to send cash through the mail.
- Payments by **Cheque** or **Money Order** should be made payable to the **Minister of Finance**.
- Persons living outside of Canada should obtain an **International Money Order**.
- **VISA** and **MASTERCARD** are accepted.