

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: 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.

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 / Fax		

Government Fees

First Birth Certificate (includes basic information such as name, date and place of birth)	\$ 25.00	\$ _____
Replacement Birth Certificate	\$ 35.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures)	\$ 35.00	\$ _____
Replacement Certified Copy	\$ 45.00	\$ _____
Urgency Service	\$ 30.00	\$ _____

Certificates Express Ltd. Fees

Urgency Service	\$160.00	\$ _____
G.S.T. (Urgency Service)	\$ 8.00	\$ _____
Expedited Service	\$ 80.00	\$ _____
G.S.T. (Expedited Service)	\$ 4.00	\$ _____
Regular Service	\$ 39.95	\$ _____
G.S.T. (Regular Service)	\$ 2.00	\$ _____
Processing (each certificate requested, includes GST)	\$ 26.25	\$ _____
Delivery (Ontario only; check Certificates Express website for charges outside of Ontario) (includes GST)..	\$ 25.45	\$ _____

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) _____



Health and Social Services
Vital Statistics

Santé et Affaires sociales
Statistiques de l'état civil

APPLICATION FOR CERTIFICATE OR SEARCH

Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-5207, toll free 1-800-661-0408

Note: Certificates may only be issued for births, marriages and deaths which have occurred in the Yukon. The fee for each certificate is \$10.

*PLEASE READ NOTES ON REVERSE OF THIS FORM.

DEMANDE DE CERTIFICAT OU DE RECHERCHE

C.P. 2703, Whitehorse (Yukon) Y1A 2C6
(867) 667-5207, sans frais 1-800-661-0408

Remarque : Le présent certificat ne peut être délivré que pour les naissances, les mariages et les décès survenus au Yukon. Le droit pour chaque certificat est de 10 \$.

*VEUILLEZ LIRE LES REMARQUES AU VERSO.

Incomplete applications may cause delay.

Des renseignements incomplets peuvent retarder le traitement de la demande.

Please indicate type and number of certificates required
Veuillez indiquer le genre et le nombre de certificats demandés

BIRTH • NAISSANCE	If birth certificate(s) required, complete this section (please print). Pour un certificat de naissance, remplir cette partie (en caractères d'imprimerie).			Surname (if married, give surname at birth) • <i>Nom (dans le cas d'une personne mariée, nom à la naissance)</i>		Given names • <i>Prénom(s)</i>		M • H <input type="checkbox"/>	F • F <input type="checkbox"/>	Wallet <i>Portefeuille</i> _____	
	Year • <i>Année</i>	Month • <i>Mois</i> by name • <i>au long</i>	Day • <i>Jour</i>	Place of birth (city, town, village) • <i>Lieu de naissance (ville/village)</i>		Territory/province • <i>Territoire/province</i>		Framing <i>Encadrement</i> _____		Restricted photocopy <i>Photocopie à usage restreint</i> _____	
	Birth surname of parent • <i>Nom du parent à la naissance</i>			Given names • <i>Prénom(s)</i>		Birthplace of parent • <i>Lieu de naissance du parent</i>					No. of older siblings born to this mother <i>Nombre de frères et sœurs plus âgés nés de la même mère</i> _____
	Birth surname of parent • <i>Nom du parent à la naissance</i>			Given names • <i>Prénom(s)</i>		Birthplace of parent • <i>Lieu de naissance du parent</i>					

MARRIAGE • MARIAGE	If marriage certificate(s) required, complete this section (please print). Pour un certificat de mariage, remplir cette partie (en caractères d'imprimerie).			Surname • <i>Nom</i>		Given names • <i>Prénom(s)</i>		Birthplace • <i>Lieu de naissance</i>		M • H <input type="checkbox"/>	F • F <input type="checkbox"/>	Wallet <i>Portefeuille</i> _____	
	Surname • <i>Nom</i>			Given names • <i>Prénom(s)</i>		Birthplace • <i>Lieu de naissance</i>					M • H <input type="checkbox"/>	F • F <input type="checkbox"/>	Framing <i>Encadrement</i> _____
	Year • <i>Année</i>	Month • <i>Mois</i> by name • <i>au long</i>	Day • <i>Jour</i>	Place of marriage (city, town, village) • <i>Lieu du mariage (ville/village)</i>		Territory/province • <i>Territoire/province</i>		Restricted photocopy <i>Photocopie à usage restreint</i> _____					
	Year • <i>Année</i>			Month • <i>Mois</i> by name • <i>au long</i>		Day • <i>Jour</i>		Place of marriage (city, town, village) • <i>Lieu du mariage (ville/village)</i>		Territory/province • <i>Territoire/province</i>			

DEATH • DÉCÈS	If death certificate(s) required, complete this section (please print). Pour un certificat de décès, remplir cette partie (en caractères d'imprimerie).			Surname of deceased • <i>Nom de la personne décédée</i>		Given names • <i>Prénom(s)</i>		Age • <i>Âge</i>		M • H <input type="checkbox"/>	F • F <input type="checkbox"/>	Framing <i>Encadrement</i> _____	
	Year • <i>Année</i>	Month • <i>Mois</i> by name • <i>au long</i>	Day • <i>Jour</i>	Place of death (city, town, village) • <i>Lieu du décès (ville/village)</i>		Territory/province • <i>Territoire/province</i>							
	Permanent residence of deceased prior to death • <i>Résidence permanente de la personne décédée avant son décès</i>						Marital status • <i>État civil</i>						
	Year • <i>Année</i>						Month • <i>Mois</i> by name • <i>au long</i>		Day • <i>Jour</i>		Place of death (city, town, village) • <i>Lieu du décès (ville/village)</i>		Territory/province • <i>Territoire/province</i>

MAILING ADDRESS ADRESSE POSTALE	Please indicate the reason for application • <i>Veillez indiquer le motif de la demande</i>			Telephone • <i>Téléphone</i>				
				Daytime • <i>Jour</i> ()				
				Evening • <i>Soir</i> ()				
	Language preferred French _____ English _____ • <i>Langue de correspondance Français _____ Anglais _____</i>							
	State relationship to person named • <i>Indiquez votre lien de parenté avec la personne susmentionnée</i>			Remarks • <i>Remarques</i>				
	Signature of applicant • <i>Signature de l'auteur/autrice de la demande</i>			Credit Card No. • <i>N° de carte de crédit</i>				
X								
Year • <i>Année</i>	Month • <i>Mois</i>	Day • <i>Jour</i>	*Fee enclosed with this application *Droits joints à la présente demande \$					
Name • <i>Nom</i>			Expiry Date • <i>Date d'expiration</i>					
Street address • <i>Adresse</i>			3-4 Digit Security No. (CVD#) • <i>Code de validation</i>					
City • <i>Ville/village</i>			Territory, province • <i>Territoire/province</i>					
Postal code • <i>Code postal</i>			<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express					
Signature • <i>Signature</i>								

*Please read notes on reverse of this form • *Veillez lire les remarques au verso

IMPORTANT

It is against postal regulations to send cash. Please make your **cheque** or **money order** payable to **Government of the Yukon** and send to:

Government of the Yukon
Vital Statistics
Box 2703
Whitehorse, Yukon Y1A 2C6

Certificates may also be ordered by fax or phone. Payment by Visa, MC, American Express.

(867) 667-5207
1-800-661-0408 EXT. 5207 (YUKON ONLY)
Fax: (867) 393-6486
email: Vital.Statistics@gov.yk.ca
Internet Address: www.hss.gov.yk.ca

Notes

1. Certificates can only be issued for births, marriages, and deaths if they **occurred in the Yukon**.
2. **Birth certificates**
 - Wallet-size birth certificates include the following information: full name of the individual, date of birth, place of birth, sex, registration number and registration date.
 - A framing-size birth certificate contains the following additional information: names and birthplaces of parent(s).
 - Birth certificates for married persons are issued only in their surname at birth.
3. **Marriage certificates**
 - Wallet-size certificates contain the following information: names of the parties married, date of marriage, place of marriage, registration number and registration date.
 - Framing-size certificates contain the following additional information: birth places of parties.
 - The ages of the parties do not appear and the married surname of either party does not appear.
4. A **restricted photocopy** contains all the information appearing on the original registration. They are by law for restricted use only. If you believe you need such a certificate, please state your reason.
5. In the Yukon, Vital Statistics can be reached toll free through the Yukon government inquiry centre during weekday office hours. The number is 1-800-661-0408. (Note: This number is not applicable outside of the Yukon.) Outside Yukon - (867) 667-5207
6. **Fee schedule**
 - The fee for each certificate is \$10. The fee for a search is \$1 per year to a maximum of \$20. This applies only where information is not known.
7. **For urgent requests**, contact Vital Statistics for delivery options.

IMPORTANT

Le règlement sur les postes interdit l'envoi d'espèces. Veuillez faire votre **chèque** ou votre **mandat poste** payable au **Gouvernement du Yukon** et l'envoyer à l'adresse suivante :

Gouvernement du Yukon
Statistiques de l'état civil
C.P. 2703
Whitehorse, Yukon Y1A 2C6

On peut aussi commander des certificats par télécopieur ou par téléphone en payant avec Visa, MC ou American Express.

(867) 667-5207
1-800-661-0408, poste 5207 (au Yukon seulement)
Télécopieur : (867) 393-6486
Courriel : Vital.statistics@gov.yk.ca
Internet : www.hss.gov.yk.ca

Remarques

1. On ne peut délivrer de certificat que pour les naissances, les mariages et les décès qui sont **survenus au Yukon**.
2. **Certificat de naissance**
 - Le certificat de naissance de dimensions portefeuille contient les renseignements suivants : nom au complet de la personne, date de naissance, lieu de naissance, sexe, numéro d'enregistrement et date d'enregistrement.
 - Le certificat de naissance à encadrer contient les renseignements supplémentaires suivants : nom et lieu de naissance des parents.
 - Le certificat de naissance d'une personne mariée n'est délivré qu'en son nom de famille à la naissance.
3. **Certificat de mariage**
 - Le certificat de mariage de dimensions portefeuille contient les renseignements suivants : noms des parties, date du mariage, lieu du mariage, numéro d'enregistrement et date d'enregistrement.
 - Le certificat de mariage à encadrer contient les renseignements supplémentaires suivants : lieux de naissance des parties.
 - L'âge des parties et le et le nom de famille adopté par l'une ou l'autre partie à la suite du mariage n'y figurent pas.
4. **Une photocopie à usage restreint** contient tous les renseignements figurant sur l'enregistrement original. La loi en restreint l'usage. Si vous croyez avoir besoin d'un tel certificat, veuillez en indiquer le motif.
5. Au Yukon, on peut communiquer avec les Statistiques de l'état civil en appelant sans frais le service de renseignements du gouvernement du Yukon pendant les heures officielles de bureau. Le numéro à composer est le 1-800-661-0408. (Remarque : Ce numéro ne s'applique pas à l'extérieur du Yukon.) À l'extérieur du Yukon - (867) 667-5207
6. **Tarif**
 - Le droit à acquitter pour chaque certificat est de 10 \$. Le droit à acquitter pour une recherche est d'un dollar par année jusqu'à concurrence de 20 \$. Ces frais de recherche s'appliquent seulement si on ne connaît pas les renseignements.
7. **Pour les demandes urgentes, communiquez avec les Statistiques de l'état civil.**

Number of certificates requested <i>Nombre de certificats demandés</i>	_____	\$	_____
		x 10. ⁰⁰	= _____
Request for special delivery <i>Demande d'envoi par exprès</i>	_____	x 10. ⁰⁰	= _____
Transfer this amount to the front of this form under "Fee enclosed with this application." <i>Reporter ce montant au recto, à la case « Droits joints à la présente demande ».</i>	▶	Total	_____
		Total	_____

Personal information is being collected under the authority of the *Vital Statistics Act* for the release of Birth, Death and Marriage information. For further information, contact the Deputy Registrar, Vital Statistics, at (867)667-5207 or toll free at 1-800-661-0408, or write to Vital Statistics, Box 2703, Whitehorse, Yukon Y1A 2C6.

Certificates contain information exactly as recorded on the original registration filed in our office.

Les renseignements personnels fournis dans les présentes sont recueillis en application de la Loi sur les statistiques de l'état civil aux fins de publication de données concernant les naissances, les décès et les mariages. Pour obtenir de plus amples renseignements sur le sujet, communiquez avec le registraire adjoint, Statistiques de l'état civil, par téléphone au (867) 667-5207 ou, sans frais, au 1-800-661-0408, ou par écrit à l'adresse C.P. 2703, Whitehorse (Yukon) Y1A 2C6.

Le certificat contient les renseignements tels qu'ils figurent dans l'enregistrement original conservé à notre bureau.

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 - 3³/₄ x 2¹/₂ in. (9.5 x 6.4 cm)

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

Large - 8¹/₂ 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 8¹/₂ 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 8¹/₂ 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	\$25
> RUSH service (includes certificate and courier costs.)	
- for Canadian destinations	\$60
- for US destinations	\$70
- for International destinations	Upon Request

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.

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: _____