

Alberta Birth Certificate - Order Form (Page 1)

Toll-Free Fax: 1-855-261-0509 / 416-479-4448 **OR Scan & Email:** info@canadianbirthcertificate.ca **OR Mail:** 1180 Danforth Ave, Toronto, ON M4J 1M3

Only Use this Form if you are a NOT an Alberta Resident

Alberta vital statistics services are provided through privately run registry agents. If you are an Alberta resident, you must apply for your document through an Alberta Registry Service and cannot use this application. If you currently reside outside of Alberta, please continue with this application.

How Do I Apply?

1. Please complete the Order Form, the Order Form Cover Page, and the Birth Certificate Application (you may obtain a first birth certificate or a replacement birth certificate with this application). These are interactive fillable PDF forms, so you may either fill out your information electronically (preferred) or print out the form and fill them out by hand.

2. Return the completed Order Form, Order For Cover Page, and the Birth Certificate Application back to us along with the required fee (see service options below) via fax, email or mail. Please be sure to fill out your Credit Card Information and sign the Disclaimer on the bottom of this page.

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3. You will receive your birth certificate by courier or regular mail depending on which type of filing you request (see options below).

What Type of Birth Certificate Do I Need?

Before applying, find out the type of document and the format required by the organization requesting the document.

Personal Info Only (12.5 cm x 17.6 cm):

The Personal Info Only Birth Certificate contains basic information: full name of individual, date of birth, place of birth, sex, registration number, and registration date. Order the Personal Info Only Birth Certificate if:

- You are applying for a **Canadian passport**

Personal Info and Parentage (12.5 cm x 17.6 cm):

The Personal Info and Parentage Birth Certificate contains all the information as stated above, plus the names of parents and birthplaces of parents (province/country only). Some organizations require this type of certificate in the case of minors as it includes the parents' names.

Please Note: The wallet size birth certificate is no longer available. If the type and quantity columns are left blank on the application, the applicant will be receiving the Personal Info and Parentage Birth Certificate.

Service Option 1: Regular Filing

Total Charge: \$75.00

Receive within approximately **15-20 business days** (Includes mailing time)

Please Note: If no record of the birth is found by Alberta Vital Statistics, fees will be applied to the search cost and will not be refunded.

Service Option 2: High Urgency Filing

Total Charge: \$100.00

Receive within approximately **5-10 business days** (Includes courier time)

Please Note: If no record of the birth is found by Alberta Vital Statistics, fees will be applied to the search cost and will not be refunded.

Credit Card Information & Email Address

Please fill out your Credit Card information and Email Address below

I will be paying by: Visa MasterCard

Cardholder Name:

Card Number:

Expiry Date: / CVW Code:

Sign OR Type
Cardholder Name:

Email Address:

Disclaimer

Applicants Must Sign Below

By signing below I assert that I have read and agreed to the Terms and Conditions as listed on canadianbirthcertificate.ca/terms and agree to the following conditions:

- Canadian Birth Certificate is not responsible for documents or birth certificates lost by courier companies or any government office.
- Canadian Birth Certificate is not responsible for applications that are rejected.
- All fees are non-refundable once applications are submitted to the government.
- I agree to being charged the total fees corresponding with my required service.

Sign OR Type
Cardholder Name:

Alberta Birth Certificate - Order Form (Page 2)

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Identification to be Submitted

Please include a clear copy of your current identification along with this application

A photocopy of **one** of the acceptable forms of identification listed below must be included with your application. The identification must be valid (**not expired**) and belong to the applicant, showing name, document I.D. number and expiry date.

These are the only 6 types of I.D. that are accepted.

Make a high resolution scan of your I.D.
Please note that I.D. must be enlarged and lightened in order to ensure legibility.

- Driver's Licence / I.D. Card
- Passport
- Citizenship Card
- Birth Certificate
- Treaty Status Card
- Immigration Visa

Authorization

Complete and sign this authorization letter so that your birth certificate may be obtained from Alberta's authorized registry agent

Registry Connect
Suite 202, 1003 Ellwood Road, SW
Ellwood Office Park South
Edmonton, AB T6X 0B3

To whom it may concern,

RE: Application for Birth Certificate

I, , give Susan Shapiro permission to obtain one or more birth certificate(s).
Full Legal Name

Please check the appropriate box:

- I am the person who is the subject of the certificate (must be 14 years of age or older to apply for self);
- I am a parent of the person who is the subject of the certificate;
- I am the next of kin of the deceased person who is subject of the certificate;

My home address is:

Your home address and phone number are required to indicate that you are not a current resident of Alberta. Your certificate will be delivered to the address you have indicated on the Application Form on the final page of this Order Form.

Address:

Apt/Suite:

City/Town:

Province/State:

Postal/Zip Code:

Country:

Home Phone Number: ()

Signature: _____

Date: Day Month Year

Signature must be provided

Alberta Birth Certificate - Order Cover Page

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This Cover Page is Mandatory

PLEASE NOTE:

All correspondence is conducted through email. You **MUST** include your email address if you would like to receive an order confirmation. If you do not include an email address and there is a problem with your application, you will not be contacted and your order will not be processed.

To

Email	_____	No. of Pages	<input type="text"/>	Date	<input type="text"/>
OR					
Fax Number	_____	Your Name	<input type="text"/>		
OR					
Mail Address	_____	Your Email Address	<input type="text"/>		

Regular Filing

High Urgency Filing

Please check off the appropriate box

If you wish to include a message with your application, please enter it below.

Application for Certificate/Documents
Vital Statistics

PRINT CLEARLY

The information below will be used to mail your documents.

All areas of this section **MUST** be completed **OR** the application will be returned.

Full Name of Applicant				Telephone Number (during the day)	
Mailing Address	Apartment No.	Street Address	City / Town / Village	Province / Country	Postal / Zip Code
If Company, Attention of				Your Reference Number (if applicable)	
Reason Certificate Required			State Your Relationship to Person Named on Certificate		
A photocopy of personal identification must be provided and attached to this application. See "Important Information" pages for a list of acceptable I.D.			Type of I.D.	I.D. Number	
Signature of Applicant X			Date Signed (mm/dd/yyyy)		

The Quantity column must be completed.

Each item is \$39.64

Complete the appropriate section(s) below for the type of certificate you require. All fields within that section must be completed. If you cannot provide this information, attach a written explanation OR the application will be returned.

	Type	Quantity
BIRTH	Last Name (give MAIDEN name if certificate is for a married person) Given Names <input type="checkbox"/> Male <input type="checkbox"/> Female	Certificate with Personal Information Only
	Date of Birth (Month by name, Day, Year) Place of Birth (city, town or village) Only Births that occurred in Alberta Type of Birth <input type="checkbox"/> Live Birth <input type="checkbox"/> Still Birth	Certificate with Personal Information and Parentage
	Last Name of Father/Parent Known by any Other Last Name Given Names Birthplace of Father/Parent	Photocopy of Registration
	Maiden Name of Mother/Parent Known by any Other Last Name Given Names Birthplace of Mother/Parent	Search Letter
MARRIAGE	Last Name of Spouse/Partner 1/Groom (prior to this marriage) Given Names Birthplace of Spouse	Certified Small Certificate
	Last Name of Spouse/Partner 2/Bride (prior to this marriage) Given Names Birthplace of Spouse	Certified Large Certificate
	Date of Marriage (Month by name, Day, Year) Place of Marriage (city, town or village) Only Marriages that occurred in Alberta	Photocopy of Registration
		Search Letter
DEATH	Last Name of Deceased Given Names Age <input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Large Certificate
	Date of Death (Month by name, Day, Year) Place of Death (city, town or village) Only Deaths that occurred in Alberta	Photocopy of Registration
	Usual Residence of Deceased Prior to Death (province / country) Date of Birth (Month by name, Day, Year)	Medical Certificate (Restricted)
		Search Letter
NAME CHANGE	Last Name before Name Change Given Names before Name Change	Legal Name Change Certificate
	New Last Name after Name Change New Given Names after Name Change	
	Date of Birth (Month by name, Day, Year) Place of Birth (city, town or village) Date of Name Change (Month by name, Day, Year)	