

# British Columbia Birth Certificate Order Form

**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

## 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 Form Cover Page, and the Birth Certificate Application back to us along with the required fee (see service options below) via fax, email or mail.

In order to assure there are no delays with the processing of your application, please be sure to correctly 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.

### Individual Info Only (12.5 cm x 17.6 cm):

The Individual Info Only Birth Certificate is required when applying for a **Canadian passport**. It contains basic information: full name of individual, date of birth, place of birth, sex, registration date and registration number.

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

### Individual Info & Parentage (12.5 cm x 17.6 cm):

The Individual 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.

## How Quickly Can I Receive My Certificate?

### Service Option 1: Regular Filing

**Total Charge:**  \$62.00

Receive within approximately **10-12 business days** (Includes mailing time)

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

### Service Option 2: High Urgency Filing

**Total Charge:**  \$95.00

Receive within approximately **3-7 business days** (Includes courier time)

**Please Note:** If no record of the birth is found by British Columbia 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](http://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:

# British Columbia 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"/> |
| <b>OR</b>    |       |                    |                      |      |                      |
| Fax Number   | _____ | Your Name          | <input type="text"/> |      |                      |
| <b>OR</b>    |       |                    |                      |      |                      |
| 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 BIRTH CERTIFICATE OR REGISTRATION PHOTOCOPY

**Did you know that you can save yourself time and effort by ordering your certificate using our on-line electronic ordering system? This service is secure and easy to use and does not cost anything additional. Click here or type <https://www.vs.gov.bc.ca/ecos/> into your Internet Browser.**

## MAILING ADDRESS INFORMATION

*NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.*

FOR OFFICE USE ONLY: AFS#

|                                  |                                  |                        |             |
|----------------------------------|----------------------------------|------------------------|-------------|
| SURNAME                          | GIVEN NAMES                      |                        |             |
| MAILING ADDRESS                  |                                  |                        |             |
| CITY, PROVINCE/STATE, COUNTRY    |                                  |                        | POSTAL CODE |
| HOME PHONE (INCLUDING AREA CODE) | WORK PHONE (INCLUDING AREA CODE) | IF COMPANY, ATTENTION: |             |

|                      |                       |  |              |      |
|----------------------|-----------------------|--|--------------|------|
| <b>BIRTH DETAILS</b> | SURNAME               | <i>NOTE: If application is for the birth certificate of a married person, the surname at birth/adoption or following a legal change of name, must be provided; not the surname from marriage</i> |              |      |
|                      | GIVEN NAMES & SEX     | First  | Middle Names |      |
|                      | DATE & PLACE OF BIRTH | Month (ex: Feb)  | Day          | Year |

MALE    FEMALE

Province  
**BRITISH COLUMBIA**

|                                 |             |       |                |         |
|---------------------------------|-------------|-------|----------------|---------|
| <b>FATHER/CO-PARENT DETAILS</b> | SURNAME     |       |                |         |
|                                 | GIVEN NAMES | First | Middle Names   |         |
|                                 | BIRTH PLACE | City  | Province/State | Country |

|                       |             |  |                |         |
|-----------------------|-------------|--|----------------|---------|
| <b>MOTHER DETAILS</b> | SURNAME*    | <i>* NOTE: Mother's Maiden Surname (Surname before marriage)</i> |                |         |
|                       | GIVEN NAMES | First  | Middle Names   |         |
|                       | BIRTH PLACE | City   | Province/State | Country |

### NUMBER OF SERVICES REQUIRED (see reverse for fee information and limits on number of certificates)

The Birth Certificate is available in 2 versions. One contains personal information only, the other includes parental information. Both are the same size and are mailed separately.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Certificate (Individual Information only)   | } regular service - \$27.00 per certificate<br>(average 5 to 7 days processing time) | <input type="checkbox"/> Registration Photocopy, Regular Service - \$50.00 per photocopy |
| <input type="checkbox"/> Certificate (Includes Parental Information) |  | <input type="checkbox"/> Registration Photocopy, Rush Service - \$60.00 per photocopy    |
| <input type="checkbox"/> Certificate (Individual Information only)   | } rush 24 hour processing - \$60.00 per event*                                       |  |
| <input type="checkbox"/> Certificate (Includes Parental Information) |  |  |

**\*NOTE:** All services, other than rush services, will be mailed. Rush services, 24 hour service indicates in-office processing time once received. Courier time is additional. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process. If couriered to a postal box, a card is left and the package is delivered to the nearest postal outlet. ID and signature will be required upon pick up.

### YOUR RELATIONSHIP TO BIRTH

- Self                     
  \*Mother or                     
  \*Father                     
  \*Other \_\_\_\_\_  
(\*if child is under 19 or incapable)                      (\*requires written authorization from an eligible applicant)

Reason Certificate Required \_\_\_\_\_  
*NOTE: If the above particulars are not completed in full, or if the correct payment per service requested is not enclosed, your request will be returned by mail.*

YOUR SIGNATURE (written): \_\_\_\_\_

| Payment Methods   |  |
|---|--|
| <input type="checkbox"/> Cheque * <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express<br><i>* Postdated cheques are not accepted</i> | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                 Interac/Cash payment may be made in person at one of our three offices. If paying by cheque or money order, make payable to the Minister of Finance.             </div> <p style="text-align: right;">Card holder signature _____</p> <p style="text-align: right;"><b>PRINT</b> Card holder name as shown on Credit Card _____</p> <p style="text-align: right;">Credit Card # _____ Expiry date _____</p> |
| <b>AMOUNT ENCLOSED \$</b> _____   |  |