

Only use this application if you are applying for birth documents from within Alberta.

If you are applying for birth documents from outside Alberta, use the Registry Connect Application for Certificate/Documents. To order documents for births that occurred outside Alberta, contact the province/territory/country where the birth took place.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

- This application **must** be submitted in person to a registry agent office - an authorized agent for the Government of Alberta. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- The applicant **must** provide acceptable proof of identity. (*See instructions below when acceptable proof of identity documents are not available*).
- Ensure you are eligible to apply and that you have the necessary supporting documents. (*See Eligibility Information for details*)
- The information you provide must be as complete as possible. If you cannot complete the required birth details you must provide a written explanation with your application before it can be approved by Vital Statistics.
- If a record cannot be found, a search for a three year period is automatically conducted and you will be notified accordingly.

NOTE: All correspondence (if applicable) will be mailed directly to the address provided on the application regardless of the certificate delivery options available at the registry agent office.

What kinds of birth documents are available to order?

Alberta Vital Statistics only maintains records for births that occur in Alberta. Ensure you are ordering the correct document.

CERTIFICATE

All birth certificates are certified extracts of the original Registration of Birth. There is only one size of birth certificate however there are two styles.

Personal Information Only - This style contains the child's last and given name(s), date of birth, place of birth, sex, registration number, registration date, date issued.

Personal Information and Parentage - This style contains the same information as the Personal Information Only style above plus mother's last and given name(s), mother's place of birth (province/country), father/co-parent's last and given name(s), father/co-parent's place of birth (province/country).

CERTIFIED PHOTOCOPY OF REGISTRATION OF BIRTH

A photocopy of the original Registration of Birth certified by Vital Statistics.

NOTE: Photocopies are rarely needed. They are not for use as identification.

SEARCH LETTER

A search letter only states whether the birth is registered or not. No other details are provided.

What is acceptable proof of identity and why is it needed?

When ordering Vital Statistics certificates/documents, the applicant must present an acceptable proof of identity document. This document must be issued by a provincial or federal government. It must contain a recognizable photograph, full name, and a distinctive identification number. If the document has an expiry date, the document must currently be valid. If the document has no expiry date, then it must have been issued within the last 5 years. If the document is in a language other than English, then the applicant must provide a notarized English translation including an affidavit from the translator stating that the translation is accurate.

What if I don't have acceptable proof of identity or am unable to apply in person at a registry agent office?

Your consent may be provided to another person to act on your behalf as a designated agent by completing the Applicant's Consent to Designated Agent section on the application. The designated agent must have known you for at least 1 year, must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity. Not all applicants may provide their consent to a designated agent - see Eligibility Information.

NOTE: When designating another person to apply on your behalf, you are still the eligible applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

What is the cost for documents?

For certificates and certified photocopies there is a government fee of \$20.00 per certificate/document, plus a registry agent service fee. For search letters, there is a government fee of \$20.00 for each three-year period searched or portion thereof, plus a registry agent service fee.

How long does it take to process an application?

Under normal circumstances when the application has been completed correctly and there are no further requirements, certificates/documents are usually printed within 2 business days after the agent submits the request to Vital Statistics.

How will a birth document be delivered to me?

Documents are mailed to the address provided on the application, unless other arrangements have been made with a registry agent office.

Who is eligible to apply for Vital Statistics' birth documents?

- a) The adult person whose birth is registered.
- b) The parent of the person whose birth is registered as established by the Registration of Birth or by court order. A copy of the court order (when applicable) showing the applicant's name must be attached to the application.
- c) A person adopting a child. Proof of the pending adoption must be attached to this application, e.g., petition of adoption. The applicant must be named in the adoption document.
- d) A guardian, trustee or person with power of attorney for a person described in a) or b). A copy of the legal document showing the applicant's name must be attached to the application.
- e) A person who is designated by a personal directive as an agent of the person described in a). A copy of the legal document showing the applicant's name must be attached to the application.
- f) A person who is a designated agent for a person described in a) to e). The consent and statutory declaration on the application form must be completed.
- g) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to the application.
- h) A lawyer for a person described in a) to e) or g). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).
- i) A person who requires it to comply with other legislation. A copy of the applicable legislation must be attached to the application.

When the person whose birth is registered is a minor:

- j) If the minor is younger than 12 years of age, the application cannot be made by the minor. A parent or guardian must apply on the minor's behalf.
- k) If the minor is 12 or 13 years of age, the minor may make the application with the written consent of the minor's parent or guardian. The Consent by Minor (between age 12 and 14) for Birth Certificate Application must be attached to the application.
- l) 14 years of age or older, the minor may make the application on his or her own behalf.

When the person whose birth is registered is deceased:

- m) An adult next-of-kin* of the person whose birth is registered, including a minor parent. Death certificate, and either proof of relationship or an Affidavit of Relationship** must be attached to the application.
- n) An executor, personal representative or estate administrator for the deceased person's estate. Death certificate and a copy of the legal document showing the applicant's name must be attached to the application.
- o) A public trustee who needs it to comply with Part 2 Division 2 of the *Public Trustee Act*.
- p) An adult relative of the deceased person when there are no other eligible applicants. Death certificate and either proof of Relationship or an Affidavit of Relationship** must be attached to the application.

**Next-of-kin: Mother, father, brother, sister, children, spouse or adult interdependent partner. This does not include in-laws, grandchildren, step relatives, aunts, uncles, nieces or nephews. Persons who have been adopted or who have placed their child for adoption are not "next-of-kin" to biological relations.*

***Affidavit of Relationship form is available at a registry agent office.*

No eligibility requirements:

- q) Anyone may apply for a search letter (all birth details must be provided).
- r) Anyone may apply for a photocopy of a Registration of Birth through Vital Statistics when 50 years has passed since the death of the person whose birth is registered. Applications are made through an Alberta registry agent office. Proof of death must be attached to the application.
- s) Anyone may apply for a photocopy of a Registration of Birth when the birth record is 120 years old or older. Applications are made through the Provincial Archives of Alberta.

Provincial Archives of Alberta:

Website: <http://culture.alberta.ca/paa/>

Email: paa@gov.ab.ca

General Inquiries: 780-427-1750

Reference Room: 780-427-1056

Toll Free Dialing within Alberta: First dial 310-0000, and then dial the full ten-digit phone number.

8555 Roper Road

Edmonton, Alberta T6E 5W1

For questions regarding this application, please contact Vital Statistics at 780-427-7013. For toll free dialing within Alberta, first dial 310-0000, then dial 780-427-7013. For more information on Vital Statistics products and services visit our website <http://www.servicealberta.gov.ab.ca/family-and-life-events.cfm>

Application for Birth Documents

This information is collected in accordance with the *Vital Statistics Act and Regulations*. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. Collection is authorized under s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Vital Statistics' staff @ Box 2023, Edmonton AB T5J 4W7 or 780-427-7013 (toll free 310-0000 within Alberta).

IMPORTANT: To avoid delays, read the Information Sheet and the Eligibility Information BEFORE completing this application.

PRINT CLEARLY - The information you provide will be used to process your request and mail the BIRTH documents requested below and any correspondence (if necessary).

ELIGIBLE APPLICANT'S INFORMATION (Complete all areas of this section in full)

Full Name of Eligible Applicant (See Eligibility Information)		Applicant's Phone No. (Daytime)	Applicant's Email Address
Suite/Apt No.	Complete Street Address	City/Town/Village/County	Province/Country Postal/Zip Code
State Your Relationship to Person Named on Certificate		Reason Certificate Required	
Mail Birth Documents and any Correspondence (if applicable) to: <input type="checkbox"/> Applicant's Address ↑ <input type="checkbox"/> Alternate Address ↓		Date Signed (month, day, year)	Signature of Applicant X

ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE (If this section applies, please complete in full)

C/O Name (if different from applicant)				
Suite/Apt No.	Complete Street Address	City/Town/Village/County	Province/Country	Postal/Zip Code

NOTE: All correspondence (if applicable) will be mailed directly to the address selected above regardless of the certificate delivery option at the registry agent office.

TYPE OF DOCUMENT

Birth Certificate with Personal Information Only	Quantity	Birth Certificate with Personal Information and Parentage	Quantity	Certified Copy of Registration of Birth	Quantity	Search Letter (\$20 government fee applies to each 3 year period)
						From: <i>Month/Day/Year</i> To: <i>Month/Day/Year</i>

BIRTH DETAILS

Last Name		Given Name(s)			Name of Hospital (if known)	
(Provide last name at birth or after adoption/legal change of name)						
<input type="checkbox"/> Male	Date of Birth		Place of Birth (City/Town/Village)		Province	
<input type="checkbox"/> Female	Month by name	Day	Year			Alberta
Maiden Name of Mother/Parent			Given Name(s)		Mother/Parent's Birthplace	
(Provide last name at birth or after adoption/legal change of name)						
Last Name of Father/Parent			Given Name(s)		Father/Parent's Birthplace	
(Provide last name at birth or after adoption/legal change of name)						

NOTE: The information you provide above must be as complete as possible. If you cannot complete the required birth details, you must provide a written explanation with your application before it can be approved by Vital Statistics.

Only complete the section below if you are providing your consent to a designated agent to apply on your behalf (see Information Sheet).

APPLICANT'S CONSENT TO DESIGNATED AGENT	DESIGNATED AGENT'S STATUTORY DECLARATION
<p>I, _____ <div style="text-align: center;">Full Name of Applicant</div> </p> <p>of _____ <div style="display: flex; justify-content: space-between;"> Street Address City/Town/Village </div> </p> <p>Province/Country _____ Postal/Zip Code _____ Phone Number _____</p> <p>give my consent to _____ <div style="text-align: center;">Full Name of the Designated Agent</div> </p> <p>of _____ <div style="display: flex; justify-content: space-between;"> Street Address City/Town/Village </div> </p> <p>Province/Country _____ Postal/Zip Code _____ Phone Number _____</p> <p>whom I have known for _____ year(s) to make this application on my behalf. <div style="display: flex; justify-content: space-between;"> Number X </div> </p> <p style="text-align: center;">_____ Signature of Applicant</p>	<p>I, _____ <div style="text-align: center;">Full Name of Designated Agent</div> </p> <p>of _____ <div style="display: flex; justify-content: space-between;"> Street Address City/Town/Village </div> </p> <p>Province/Country _____ Postal/Zip Code _____ Phone Number _____</p> <p>do solemnly declare that I have known _____ <div style="text-align: center;">Full Name of the Applicant</div> </p> <p>for _____ year(s). X <div style="display: flex; justify-content: space-between;"> Number Signature of Designated Agent </div> </p> <p>Declared before me at _____ Alberta dated _____, _____</p> <p>X <div style="text-align: center;">Signature of Commissioner for Oaths/Notary Public in and for Alberta</div> </p>