

## READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

### Applicants applying from within Alberta

If you are applying from within Alberta, you must complete this application and apply in person at an authorized Alberta registry agent office. Applications sent directly to Vital Statistics WILL NOT be processed. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>

- You must present acceptable proof of identity to the registry agent in person.
- Ensure you are eligible to apply. (See *Eligibility Information for details*)
- There is a government fee of \$20.00 for each document, plus a registry agent service fee.

### Applicants applying from outside of Alberta

If you are not in Alberta and cannot apply in person, you may apply by mail however additional requirements confirming your identity are required before your application can be approved for processing. To order birth documents for events that occurred outside of Alberta, contact the province/territory/ country where the event took place.

### Applying by Mail

If you are located outside of Alberta and need to apply for birth documents, you must include the Proof of Identity document with your application. All applications for people applying from outside of Alberta must be submitted directly to Registry Connect or AMA for AMA members only. All documents submitted must have original signatures. Applications sent directly to Vital Statistics WILL NOT be processed.

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

### Proof of identity is required

When ordering documents, you 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, your 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, it must have been issued within the last 5 years. If the document is in a language other than English, you must provide a notarized English translation including an affidavit from the translator stating the translation is accurate.

### Using a Designated Agent

If you do not have acceptable proof of identity or you cannot apply in person, you may be eligible to provide your consent to another person to act on your behalf as a designated agent - see *Eligibility Information*. When designating another person to apply on your behalf, you are still the applicant. You are required to complete the application form and enter your personal information, your relationship to the person listed on the certificate, the event information and sign the application form. You must also complete the Applicant's Consent to Designated Agent section. The designated agent must have known you for at least 1 year; they must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity in person.

### Type of Birth Documents

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

#### Certificates

All birth certificates are certified extracts of the original Registration of Birth. There is only one size of birth certificate however there are two different styles. A Birth Certificate with Personal Information Only contains the child's last name and given name(s), date of birth, place of birth, sex, registration number, registration date, date issued.

A Birth Certificate with Personal Information and Parentage Information contains the same information as the Personal Information Only style above plus the last name, given name(s), place of birth (province if in Canada/country if outside of Canada) of the mother/person who gave birth and if applicable, the last name, given name(s) and place of birth (province/country) of the father/co-parent.

#### Certified Copy of the Registration of Birth

A photocopy of the original Registration of Birth certified by Vital Statistics. **NOTE:** Certified copies cannot be used as identification.

### Application processing time

Under normal circumstances when the application has been completed correctly and there are no further requirements, documents are usually processed within 3 business days after the registry agent submits your request to Vital Statistics.

### Delivery options for Birth Documents

- By mail to the address provided on the application - No extra charge.
- To the registry agent office, if they offer call box service. Arrangements must be made with the registry agent office - A registry agent service fee may apply.
- To the Government call box in Edmonton or Calgary for rush or emergency situations only - No extra charge.

**NOTE:** Documents cannot be picked up without acceptable proof of identity (see above). Documents will ONLY be released to you as named on the application. If someone else is picking up your document on your behalf, you must provide them with a written letter of authorization and they will provide their own acceptable proof of identity. If you have used a Designated Agent, they will also require a letter of authorization to pick up your document(s). **There are no exceptions.**

- 1) The person whose birth is registered - 12 years of age or older.
- 2) The person whose birth is registered - younger than 12 years of age, the minor may make the application with the written consent of the minor's parent or guardian. The Consent for Minor Younger than 12 to Apply for Own Certificate - DVS11139 form must be attached to the application.
- 3) The parent of the person whose birth is registered as established by the birth record or by a court order. A copy of the court order (when applicable) showing the applicant's name must be attached to the application.
- 4) A guardian or trustee for a person described in 1) to 3). A copy of the guardianship order or legal document showing the applicant's name must be attached to the application.
- 5) A person adopting a child. Proof of the pending adoption must be attached to this application, e.g., Consent to Adopt. The applicant must be named in the adoption document.
- 6) A person with power of attorney for the person described in 1) to 3) if the purpose is consistent with the duties described in the document. A copy of the legal document showing the applicant's name must be attached to the application.
- 7) A person who is designated by a personal directive as an agent for a person described in 1) to 3). The registry agent will submit the application and legal document to Vital Statistics for review and approval before the application can be processed.
- 8) A person with an Alberta court order issued within 1 year of application. A copy of the Alberta order authorizing the applicant to apply must be attached to the application.
- 9) A lawyer for a person described in 1) to 8) or 10) to 13). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement). Documentation showing proof of eligibility must also be attached to the application.

**When the person whose birth is registered is deceased:**

**A death certificate must first be provided to show the applicant is eligible in this category**

- 10) A next-of-kin\* of the person whose birth is registered. Proof of death and proof of relationship must be attached to the application.
- 11) An executor, personal representative or estate administrator for the deceased person's estate. Proof of death and a copy of the legal document showing the applicant's name must be attached to the application.
- 12) A public trustee for the deceased person's estate. Proof of death and a copy of the trusteeship document showing the applicant's name must be attached to the application.
- 13) A relative of the deceased person when there are no living next-of-kin\*. Proof of death and proof of Relationship must be attached to the application.

**Designated Agent:**

When an eligible applicant does not have acceptable ID to make an application, a designated agent may be used by the above: 1) to 7), 10) and 13). The consent and statutory declaration on the application form must be completed.

*\*Next-of-kin: parent, sibling, children, spouse or adult interdependent partner. This does not include in-laws, grandparents, grandchildren, step relatives, children of siblings. Persons who have been adopted or who have placed their child for adoption are not "next-of-kin" to biological relations.*

**Historic Records:**

Anyone may apply for a historic photocopy of a Registration of Birth through the Provincial Archives of Alberta when:

- the birth record is 120 years old or older.
- 50 years has passed since the death of the person whose birth is registered. Proof of death will be required.

**Provincial Archives of Alberta**

Website: <http://provincialarchives.alberta.ca>

Email: [paa@gov.ab.ca](mailto:paa@gov.ab.ca)

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>

This information is collected in accordance with the *Vital Statistics Act* and Regulations. It is required by Vital Statistics to complete the request and may be used for statistical purposes or delivering joint provincial and federal programs. 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 at vs@gov.ab.ca or 780-427-7013 (toll free 310 0000 within Alberta).

**Applications cannot be faxed or emailed to the agents.** Applications mailed directly to Vital Statistics will **NOT** be processed.

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

**PRINT CLEARLY** - The information you provide will be used to process your request and mail the document(s) 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)		State Your Relationship to Person Named on Certificate		
Suite/Apt No.	Complete Street Address	City/Town/Village/Hamlet	Province/Country	Postal/Zip Code
Applicant's Telephone		Applicant's Email Address		
Mail Documents and any Correspondence (if applicable) to: <input type="radio"/> Applicant's Address (above) <b>OR</b> <input type="radio"/> Alternate Address (below)		Date Signed	Signature of Applicant <b>X</b>	

**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/Hamlet	Province/Country	Postal/Zip Code

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

**TYPE OF DOCUMENT** If the person is deceased, the document will have a "DECEASED" marker as required by section 32(2) of the *Vital Statistics Ministerial Regulation*.

Birth Certificate with Personal Information Only	Quantity	Birth Certificate with Personal Information and Parentage	Quantity	Certified Copy of Registration of Birth	Quantity
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**BIRTH DETAILS** The information you provide above must be complete to ensure a successful search.

Last Name		Given Name(s)		
<input type="radio"/> M <input type="radio"/> F <input type="radio"/> X	Date of Birth	Place of Birth (City/Town/Village/Hamlet)		Province <b>Alberta</b>
Last Name of the Person Who Gave Birth/Parent		Given Name(s)		Birthplace of Person Who Gave Birth/Parent
Last Name of Co-Parent		Given Name(s)		Birthplace of Co-Parent

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
I, _____ Full Name of Applicant	I, _____ Full Name of Designated Agent
of _____ Street Address City/Town/Village/Hamlet	of _____ Street Address City/Town/Village/Hamlet
Province/Country Postal/Zip Code Phone Number	Province/Country Postal/Zip Code Phone Number
give my consent to _____ Full Name of the Designated Agent	Designated Agent's Relationship to Applicant
of _____ Street Address City/Town/Village/Hamlet	do solemnly declare that I am 18 years of age or older and have known _____ Full Name of the Applicant for _____ year(s).
Province/Country Postal/Zip Code Phone Number	<b>X</b>
whom I have known for _____ year(s) to make this application on my behalf.	Signature of Designated Agent
<b>X</b>	Declared before me at _____ Alberta
Signature of Applicant	dated _____
	<b>X</b>
	Signature of Commissioner for Oaths/Notary Public in and for Alberta