

British Columbia Birth Certificate Application

If you are obtaining a birth certificate for someone who is *deceased* or you are applying for a child and you are *not a parent* listed on the birth registration you **must** contact the BC Vital Statistics Agency directly at 1-888-876-1633 or 250-952-2681.

If Adopted: Please provide the adoptive parents' names and the current legal name of the adoptee.

Step 1 - Contact Information - Person applying for certificate

Name: _____
Applicant - Full Name

Telephone Number: (_____) _____ Daytime Number: (_____) _____ Ext _____ Work _____ Cell _____

Residential Address: _____ Apt: _____ Buzzer Code: _____ City: _____
Delivery Address must be Residential. Certificates will not be delivered to businesses, PO Boxes or sent C/O.

Prov./State: _____ Country: _____ Postal/Zip Code: _____ Email: _____

Step 2 - Birth Details of Subject - Person named on certificate

You **MUST** enter as much information as possible **for both parents**. Missing or incorrect information may delay your application and rush service may not be available.

Reason Certificate Required: _____
Specify reason - e.g. lost, personal records, passport, etc.

Subject Name: _____
First Name Middle Name - must provide if known Last Name - at birth or adopted name Current Last Name
Use the subject's last name at birth or adoptive name unless there has been a legal name change registered with the Provincial Government.

Date of Birth: _____ Place of Birth: _____, B.C. Male Female
Month Day Year City/Town/Village/Other

Father/Co-Parent Name: _____
First Name Middle Name - must provide if known Last Name - at birth or adopted name Current Last Name

Place of Birth: _____
City/Town Province/State Country

Mother's Name: _____
First Name Middle Name - must provide if known Last Name - at birth or adopted name Current Last Name

Place of Birth: _____
City/Town Province/State Country

Newborns: Birth registration must be complete before certificate applications will be processed (approx. 4 weeks). Certificate applications will be held until registration is complete. No rush service available. Cannot order Photocopy of Birth Registration for newborns.

Step 3 - Payment Information - Select certificate type and payment method

Certificates take approximately **10-15 business days** to be processed and delivered. The Photocopy of Registration of Birth takes approximately 25-30 business days. Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping are included. No more than 2 of each certificate type can be ordered.

_____ Qty. Individual Information Birth Certificate - \$80.00 each _____ Qty. Family Information Birth Certificate (Long Form) - \$80.00 each
_____ Qty. Photocopy of Registration of Birth - \$100.00 each Add Rush Service to order - 5 to 8 business days - \$38.00

Individual Information Birth Certificate: Contains subject's name, date of birth, place of birth and sex.

Family Information Birth Certificate: Usually required for children 16 years of age and under, to get a passport, and Native Status. Contains everything the individual information certificate does plus parent(s) name(s) and their birthplace(s).

Photocopy of Birth Registration: This is a photocopy of the actual birth registration, certified as a true copy of the original. Not for identification. An electronic birth extract will be issued for births from Jan 1, 2000 to present.

Rush Service: This is an additional cost. Please add the rush service cost to the price of the certificate (ex. \$80.00 + \$38.00 = \$118.00).

Credit Card Type:   

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Cardholder Email: _____

Signature: _____ Date: _____

Charge will appear as "Vital Certificate Processing Services" on your credit card statement. Cheques and money orders must be made payable to "Vital Certificates". If paying by **money order** or **certified cheque**, please mail the completed application along with your payment. Any **application received with a personal cheque** will be held until such time as the cheque clears - typically 7 to 10 business days.

Vital Certificates (VC) assists in verifying that applications are accurate to avoid delays in processing. VC is not operated, licensed, or affiliated with any government agency.

Step 4 - Provide Authorization

British Columbia Birth Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request your certificate of birth. Your certificate will be sent to you directly from the British Columbia Vital Statistics Agency. A completed and signed authorization must be provided.

Please check the appropriate box:

I am the person who is the subject of the certificate; **or**
I am the parent of the person who is subject to the certificate, if that person is less than 19 years old;

I, _____, hereby authorize Vital Certificates
Print / Type Name of Applicant
to request one or more Certificates of Birth from the British Columbia Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the British Columbia Vital Statistics Agency with respect to this application.

Date: _____
Month Day Year

Signature: _____
Applicant - Signature Must Be Provided

vital
CERTIFICATES | birth
death
divorce
marriage

Step 5 - Submit Application

Please return your completed application and authorization to us by one of the following methods:

Toll-Free Fax: 1.866.265.6300
or Scan & Email: bc@vitalcertificates.ca
or Regular Mail

Vital Certificates, 79-622 Front Street, Nelson, BC V1L 4B7
Toll-Free Phone: 1.866.828.9680

IMPORTANT NOTE: Although you can fill out the application online, you **cannot** save or email it.

Please **type, print** and **sign** the application then fax, scan and email or mail your application to us. Applications are processed upon receipt.

We cannot change or cancel applications once received.