

British Columbia Death Certificate Application

PLEASE NOTE: Any person with a valid reason may apply for a death certificate in British Columbia.

Step 1 - Contact Information - Person applying for certificate

Name: _____
Applicant - Full Name

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

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

City: _____ Prov./State: _____ Country: _____

Postal/Zip Code: _____ Email: _____

Step 2 - Details of Deceased - Person named on certificate

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

Reason Certificate Required _____
E.g.: Settle Estate, Pension, etc

Name of Deceased: _____
First Middle - must provide if known Last - at time of death

Gender: Male Female

Place of Death: _____ , B.C.
City/Town

Permanent Residence Before Death: _____
City/Town Province/State Country

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

Date of Death: _____ Age at Death: _____
Month Day Year

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

Certificates take approximately 10 - 15 business days to be processed and delivered. Delivery times are average delivery time and cannot be guaranteed. All taxes and shipping included.

_____ Qty. - Death Certificate - \$80.00 each

Add Rush Service - 5 to 8 business days (includes courier time) - \$38.00 additional courier cost

Death Certificate: Contains the full name, sex, date of death, place of death, age, place of birth, province/state and/or country of residence, registration number and date of registration.

Rush Service: Rush service quoted above represents 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: _____
Type / Print Name

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 Death Certificate Authorization

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

I, _____, hereby authorize Vital Certificates to request one or more Certificates of Death 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.

Print / Type Name of Applicant

Date: _____
Month Day Year

Signature: _____
Applicant - *Signature Must Be Provided*



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.**