

British Columbia Search of Wills Notice Application

Is this application for a Living Will Search? Yes No (If yes, please see **important note.**)

Important Note: If you are wanting to apply for a Living Will Search then you will need to contact BC Vital Statistics at 1-250-952-2681.

Contact Information - Person applying for certificate

Surname: _____ Given Names: _____

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: _____

Home Number: (_____) _____ Daytime Number: (_____) _____ Extension: _____

If required, I prefer to be contacted by: Email Telephone

Relationship to subject of Will Search: _____

NOTE: If the deceased was known by another name and may have filed legal documents under that name please complete the "Also Known As" section below. There is an additional charge of \$5.00 for each name searched. (Example: SHAKESPEARE, WILLIAM also known as SHAKESPEARE, BILL)

Search of Wills Notice Application

A copy of the death certificate MUST accompany the Search of Wills Notice Application. If you require a death certificate, please visit our website at: www.vitalcertificates.ca.

Surname of the Deceased: _____ Given Name(s): _____

Also Known As (Surname, Given Names): _____

Also Known As (Surname, Given Names): _____

If subject is known by more than 3 names please attach a separate sheet to this application.

Date of Birth: _____
Month Day Year

Place of Birth: _____ Prov./State: _____ Country: _____
City/Town/Village/Other

Payment Information

Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping included.

Search of Wills Notice - 25-30 business days average processing and mailing time - \$70.00 each plus \$5.00 for each additional variation of the deceased subject's name provided. (Must submit certificate of death with this application)

Search of Wills Notice - Rush Service - 5 to 8 business days average delivery time - \$105.00 to order, plus \$5.00 for each different variation of the deceased subject's name provided. (Must submit certificate of death with this application)

Credit Card Type:   

Credit Card Number: _____ Expiry Date: _____

Name of Cardholder: _____ Cardholder Email: _____

Signature: _____ Date: _____

Charge will appear as "Vital Certificate Processing Services" on your credit card statement. 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. Cheques and money orders must be made payable to "Vital Certificates".

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.

British Columbia Search of Wills Notice Authorization

By signing this authorization, you are permitting Vital Certificates to conduct a Search of Wills Notice. A completed and signed authorization must be provided.

I, _____, hereby authorize Vital Certificates
Print / Type Name of Applicant
to conduct one or more Search of Wills Notice at 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



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.**