

Manitoba Birth Certificate Application

If you are applying for a child and you are *not a parent* listed on the birth registration you must contact Manitoba Vital Statistics Agency directly at 1-866-MANITOBA.

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: _____ Firm/Organization: _____
Applicant - Full Name Complete only if certificate(s) to be delivered here.

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

Residential Address: _____ Apt.: _____ Buzzer Code: _____ City: _____
Certificates ordered using the RUSH SERVICE are delivered by courier and need to be signed for by the applicant. You must provide a civic address where available.

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: _____, Manitoba _____ 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 completed (about 6 weeks) before certificate applications will be processed. Certificate applications will be held until registration is completed. 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 6 to 8 weeks to be processed and delivered. Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping included.

_____ Qty. Individual Information Birth Certificate - \$80.00 each _____ Qty. Family Information Birth Certificate(Long Form) - \$80.00 each
_____ Qty. Photocopy of Registration of Birth - \$80.00 each Print Certificates In: _____ English _____ French




Rush Service - 5 to 8 business days - \$40.00 (within Canada), \$50.00 (to USA), \$80.00 (international destinations) additional courier cost

Individual Information Birth Certificate: Contains individual'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.

Rush Service: This is an additional cost. Please add the rush service cost to the price of the certificate (ex. \$80.00 + 40.00 = \$120.00).

Credit Card Type:   

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Cardholder Email: _____

Signature: _____ Date: _____

Charge will appear as "Vital Certificate Processing Services" on 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

Manitoba 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 government 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; **or**

I am a custodial guardian (If you are a custodial guardian, a copy of guardianship papers is required); **or**

Subject is deceased. If subject is deceased please provide the date of death, the place of death and the applicant's relationship to the subject (deceased).

Date of Death:

Month Day Year

Place of Death:

_____, Manitoba
City/Town

Relationship to deceased:

_____ (*Must be next of kin)
*Mother, Father, Sister, Brother, Daughter, Son, Spouse, Common-law Partner

I, _____, hereby authorize Vital Certificates to request one or more Certificates of Birth from the Manitoba Vital Statistics Agency on my behalf.

Print / Type Name of Applicant

I further authorize Vital Certificates to correspond in writing or orally with the Manitoba 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: manitoba@vitalcertificates.ca

or Regular Mail

Vital Certificates, 79-622 Front Street, Nelson, BC V1L 4B7

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.