

# Manitoba Death Certificate Application

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

Only **next of kin** or **the executor of the estate of the deceased** may apply for a certified photocopy of death registration (Next-of-Kin: Mother, Father, Sister, Brother, Daughter, Son, Spouse, Common-Law Partner).

## Step 1 - Contact Information - Person applying for certificate

Name: \_\_\_\_\_ Firm/Organization: \_\_\_\_\_  
*Applicant* *Complete only if certificate to be delivered here.*

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Daytime Number: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Residential Address: \_\_\_\_\_ Apt: \_\_\_\_\_ Buzzer Code: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 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: \_\_\_\_\_  
*Please specify reason (Example: Settle Estate, Pension, etc...)*

Name of Deceased: \_\_\_\_\_  
*First Middle - Must provide full name if known Last*

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Age at Death: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Place of Death: \_\_\_\_\_, Manitoba  
*Month Day Year City/Town*

## 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. - \*Death Certificate - \$80.00 each      \*\*\*\*\* \_\_\_\_ Qty. - \*\*Certified Copy of Death Registration - \$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**

\* **Death Certificate:** Contains the name, sex, age, date of death, registration number, date of registration, and date issued.

\*\* **Certified Copy of Death Registration:** Contains all the information appearing on the original registration of death. Photocopies are rarely needed by citizens and are, by law, for restricted use only. They are generally only required for court or consulate purposes.

\*\*\* **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 + \$40.00 = \$120.00)

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 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 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 Death Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request a certificate of death or certified copy of death registration. Your certificate and/or registration will be sent to you directly from the government agency. A completed and signed authorization must be provided.

I am applying for a death certificate. Anyone with a valid reason may apply for a Manitoba death certificate. Please print name, date and sign below.

I am applying for a certified copy of death registration. **If applying for a certified copy of death registration please identify your relationship to the deceased.** Only next-of-kin may apply for a certified copy of death registration. Please print name, date and sign below.

I am the:

Mother      Father      Daughter      Son      Sister      Brother      Spouse

Executor of the Estate (**Must include copy of Will with application**)

of the deceased person who is subject to the death registration.

I, \_\_\_\_\_, hereby authorize Vital Certificates to request one or more certificates  
*Full Legal Name of Applicant*  
of death or certified copy of death registration from the Manitoba Vital Statistics Agency on my behalf. 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*



## 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](mailto: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.**