

# New Brunswick Birth Certificate Application

If you are applying for a child and you are *not a parent* listed on the birth registration or a *legal guardian with guardianship papers* you must contact New Brunswick Vital Statistics directly at 506-453-2385.

**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.*

Phone Number: (\_\_\_\_) \_\_\_\_\_ Daytime Number: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Residential Address: \_\_\_\_\_ Apt.: \_\_\_\_\_ Buzzer Code: \_\_\_\_\_ City: \_\_\_\_\_  
*Certificates ordered using the COURIER SERVICE 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: \_\_\_\_\_, N.B. 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 15 to 20 business days 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 - \$95.00 each \_\_\_\_\_ Qty. Family Information Birth Certificate(Long Form) - \$95.00 each

Print Certificates In: English French

Add **Courier Service Only** - reduces wait to 10 to 15 business days (does not include cost of certificate)

Pricing: \$16.50 to NB, NS, or PE / \$33.00 to all other Canadian destinations / \$45.00 to USA / \$85.00 to international destinations

Add **Expedited and Courier Service** - reduces wait to 3 to 5 business days (does not include cost of certificate)

Pricing: \$66.50 to NB, NS, or PE / \$83.00 to all other Canadian destinations / \$95.00 to USA / \$135.00 to international destinations

**Individual Information Birth Certificate:** Contains individual's name, date of birth, place of birth, sex, registration date, registration number, and date issued.

**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).

**Courier Service Only:** Courier service represents an additional cost. Please add the cost of the courier to the price of the certificate (ex. \$95.00 + \$16.50 = \$111.50).

**Expedited and Courier Service:** Certificates processed and couriered within 72 hours. Please add the cost of expedited service to price of certificate (ex. \$95.00 + \$66.50 = \$161.50)

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

# New Brunswick 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, if that person is less than 19 years old; **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:

\_\_\_\_\_, New Brunswick  
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  
*Print / Type Name of Applicant*  
or more Certificates of Birth from the New Brunswick Vital Statistics Agency on  
my behalf. I further authorize Vital Certificates to correspond in writing or orally with the New  
Brunswick 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: [newbrunswick@vitalcertificates.ca](mailto:newbrunswick@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.**