

# Newfoundland & Labrador Birth Certificate Application

**Please Note:** 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 Newfoundland & Labrador Vital Statistics directly at (709) 729-3308.  
**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: \_\_\_\_\_ Applicant Firm/Organization: \_\_\_\_\_ Complete only if certificate(s) to be delivered here.  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Daytime Number: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_ Work Cell  
Residential Address: \_\_\_\_\_ Apt.: \_\_\_\_\_ Buzzer Code: \_\_\_\_\_ City: \_\_\_\_\_  
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.

Relationship to Subject: Self (must be at least 16) Mother (if child is under 19) Father (if child is under 19) Custodial Guardian (if child is under 19)

Reason Certificate Required: \_\_\_\_\_  
Specify reason - e.g. lost, personal records, passport, etc.

Is Subject Deceased? Yes (proof must be attached) No

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.L. 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

Mother's Name: \_\_\_\_\_  
First Name Middle Name - must provide if known Last Name - at birth or adopted name Current Last Name

**Newborns:** Birth registration must be completed (about 4 weeks) before certificate applications will be processed. Certificate applications will be held until registration is completed.

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

Certificates take approximately 4 to 6 weeks to be processed and delivered. Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping are included.

\_\_\_\_\_ Qty. Individual Information Birth Certificate - \$85.00 each \_\_\_\_\_ Qty. Family Information Birth Certificate (Long Form) - \$85.00 each

**Individual Information Birth Certificate:** Contains individual's name, date of birth, place of birth, sex, 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).

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

# Newfoundland & Labrador 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 (**Subject must be at least 16 years old**); or

I am a parent of the person who is subject to the certificate (**Subject must be under 19 years old**); or

I am a custodial guardian (**Subject must be under 19 years old**). If you are a custodial guardian, a photocopy of guardianship papers is required; or

Subject is deceased (photocopy of proof of death required - i.e. death certificate) and I am:

The next-of-kin (spouse, child, parent or sibling); or

The executor, trustee or administrator of the estate.

I, \_\_\_\_\_, hereby authorize Vital Certificates to request one or more Certificates of Birth from the Newfoundland & Labrador Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the Newfoundland & Labrador Vital Statistics Agency with respect to this application.

*Print / Type Name of Applicant*

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: [newfoundland@vitalcertificates.ca](mailto:newfoundland@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.**