

# Nova Scotia 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 Nova Scotia Vital Statistics directly at 902-424-4381.

**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.

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

Residential Address: \_\_\_\_\_ Apt.: \_\_\_\_\_ Buzzer Code: \_\_\_\_\_ City: \_\_\_\_\_  
If providing a PO Box you must provide a civic address as well.

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.

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_, N.S. 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 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 - \$83.00 each \_\_\_\_\_ Qty. Family Information Birth Certificate (Long Form) - \$89.90 each

\_\_\_\_\_ Qty. Certified Copy of Birth Registration - \$89.90 each

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

**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).

**Certified Copy of Birth Registration:** This a photocopy of the actual birth registration as filled in by the parents. The photocopy is certified as a true copy of the original. Not for use as identification.

Credit Card Type:   

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Type / Print Name 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

### Nova Scotia 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 a parent of the person who is subject to the certificate; **or**

I am a guardian of the person whose birth is registered (provide a copy of guardianship papers).

I, \_\_\_\_\_, hereby authorize Vital Certificates to request one or more Certificates of Birth from the Nova Scotia Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the Nova Scotia 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: [novascotia@vitalcertificates.ca](mailto:novascotia@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.**