

Nova Scotia Death Certificate Application

PLEASE NOTE: Short form death certificates may be released to any person who has a valid reason for requiring the document.

Long form death certificates may be released to next-of-kin of the deceased or a trustee or executor of an estate.

Certified copies of death registrations containing cause of death are released only to next-of-kin.

(Next-of-Kin: Child or Spouse of deceased)

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: _____
If providing a PO Box you must provide a civic address as well.

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.

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: _____, Nova Scotia
Month Day Year City/Town

Usual Residence Before Death: _____
City/Town Province/State Country

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

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

____ Qty. - *Short Form Death Certificate - \$83.00 each ____ Qty. - **Long Form Death Certificate - \$89.90 each

* **Short Form Death Certificate:** Contains given and surname, sex, date of death, age, place of death, registration number, registration date and date issued.

** **Long Form Death Certificate:** Only next of kin or the executor of the estate of the deceased may apply for the long form death certificate. Contains all the above information and the following, **if recorded on death record:** date of birth, place of birth, residence, occupation, marital status, name of spouse, names of parents, attending physician, funeral director, disposition, place of disposition, name of informant, address, relationship.

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 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 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 Death Certificate Authorization

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

I am applying for a SHORT FORM Death Certificate. Anyone with a valid reason may apply for a Short Form Death Certificate. Please print name, date and sign below.

I am applying for a LONG FORM Death Certificate. **Please identify your relationship to the deceased.** Only next of kin or the executor of the estate of the deceased may apply for a Long Form Death Certificate.

Please print name, date and sign below.

I am the:

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

I, _____, hereby authorize Vital Certificates to request one or more
Full Legal Name of Applicant
certificates of death 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.

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: 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.**