

Nova Scotia Marriage Certificate Application

Step 1 - Contact Information - Person applying for certificate

Name: _____ Firm/Organization: _____
Applicant *Complete only if certificate(s) 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 Marriage - Persons named on certificate

*You must enter as much information as possible **for both spouses**. Missing or incorrect information may delay your application.*

Reason Certificate Required: _____
Please Specify Reason - Example: Divorce, lost, personal records etc.

Date of Marriage: _____ Place of Marriage: _____, Nova Scotia
Month Day Year City/Town

Spouse 1: _____ Male Female
*First Middle - Must provide full name if known *Last - Before marriage*

Place of Birth: _____
City/Town Province/State Country

Spouse 2: _____ Male Female
*First Middle - Must provide full name if known *Last - Before marriage*

Place of Birth: _____
City/Town Province/State Country

**This must be the name listed on the marriage registration. If either party of the marriage registered the marriage under a former married name, please insert that name here. If you have applied for and received a change of name certificate from the Provincial Government, please insert new name here.*

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

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

____ Qty. - *Short Form Marriage Certificate - \$83.00 each

** Small Marriage Certificate: Contains the full name of each spouse, date of marriage, place of marriage, registration number and registration date.*

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. 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.

Cheques and money orders must be made payable to 'Vital Certificates'.

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 Marriage Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request a certificate of marriage. 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 Marriage Certificate. Anyone with a valid reason may apply for a Short Form Marriage Certificate.

I, _____, hereby authorize Vital Certificates to request one or more
Full Legal Name of Applicant
certificates of marriage 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
Toll-Free Phone: 1.866.828.9680**

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.**