

Ontario Birth Certificate Application

If you are obtaining a birth certificate for *someone who is deceased* or you are applying for a child and you are *not a parent* listed on the birth registration you must contact the Registrar's Office at 1-800-461-2156.

If Adopted: Provide the adoptive parents' names and the current legal name of the adoptee.

STEP 1 - Contact Information

I am _____ The person named on the birth certificate *Must be at least 13 years old to apply for self*
The mother
The father

Name: _____ Firm/Organization: _____
Applicant *Complete only if certificate(s) to be delivered here.*

Telephone Number: (____) _____ Extension: _____

Daytime Number: (____) _____ Extension: _____

Residential Address: _____ Apt: _____ Buzzer: _____

Certificates ordered using the RUSH SERVICE are delivered by courier and need to be signed for by the applicant. You must provide a civic address where available.

City: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Email Address: _____

STEP 2 - Payment & Certificate Information

Reason Required: Lost Stolen Damaged Other: _____ *Please specify reason*

First Time Applying *Indicate only if no birth certificate has ever been issued for the subject*

No more than one short form and one long form (certified copy) will be issued. All delivery times quoted are average delivery times, and cannot be guaranteed. All taxes and shipping costs are included. If you are applying for a birth certificate for a particular agency or organization, it is best to check with them to determine what type of birth certificate they require from you.

6 to 8 week average delivery time and no rush service available for births prior to 1930, to P.O. Boxes, for delivery outside of Canada and search letters.

Short Form – First Time Applying for Birth Certificate	\$75.00 - 15 to 20 business days
Short Form – Replacement Birth Certificate	\$85.00 - 15 to 20 business days
Short Form – First Time Applying for Birth Certificate - RUSH	\$110.00 - 5 to 7 business days (IN CANADA ONLY)
Short Form – Replacement Birth Certificate - RUSH	\$120.00 - 5 to 7 business days (IN CANADA ONLY)
Long Form (certified copy) – First Time Applying for Certified	\$85.00 - 15 to 20 business days
Long Form (certified copy) – Replacement Certified Copy	\$95.00 - 15 to 20 business days
Long Form (certified copy) – First Time Applying for Certified Copy - RUSH	\$120.00 - 5 to 7 business days (IN CANADA ONLY)
Long Form (certified copy) – Replacement Certified Copy - RUSH	\$130.00 - 5 to 7 business days (IN CANADA ONLY)
Search Letter (Provides date of birth when unknown)	\$65.00 - 6 to 8 weeks (no rush service available) \$15.00 - extra for each additional 5 year search

Search Letter: If you are requesting a search to be conducted in order to determine the date of birth, you cannot request a birth certificate at this time. A birth certificate can be requested only after you have received the search letter. **You must still complete this application.**

Newborns: No rush service available. A certificate will be issued upon completion of the birth registration. The registration takes approximately 16 weeks from the date of birth. Rush service is not available for newborns born within the last 16 weeks. Please contact the Registrar's Office at 1-800-461-2156 if you do require a certificate for a newborn on a rush basis.

Credit Card:   

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Name of Cardholder: _____ Cardholder Email: _____

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 3 - Subject Name - person named on certificate

Subject Name:

_____ *First*

_____ *Middle - Must provide full name if known.*

_____ *Last - Use the subject's last name at birth or adoptive name unless there has been a legal name change.*

_____ **Current Last Name**

Subject Gender:

Male

Female

STEP 4 - Legal Name - complete only if subject has had a legal name change

Has the subject had a legal name change?

Yes

No

Assuming your spouse's last name is NOT a legal name change.

Previous Legal Name:

If Applicable

_____ *First*

_____ *Middle*

_____ *Last*

Previous Legal Name:

If Applicable

_____ *First*

_____ *Middle*

_____ *Last*

STEP 5 - Birth Details of Subject - Person named on certificate

You must enter as much information as possible. Missing or incorrect information may delay your application and rush service may not be available.

Date of Birth:

_____ *Month*

_____ *Day*

_____ *Year*

If date unknown please see STEP 9 (page 3).

Newborns: Birth registration (about 16 weeks) must be complete before certificate applications will be processed. Certificate applications will be held until registration is complete. No rush service available.

Place of Birth:

_____ *City/Town*

_____, ONTARIO

Number of Older Siblings at Time of Birth: _____

Weight at Birth: _____

Pounds

Ounces OR

Grams

Where Birth Occurred:

Hospital: _____

Name of Hospital

Home

Birthing Centre

Other: _____

Please Specify

Who Delivered Subject:

Physician

Midwife

Other

Unknown

Name of Doctor/Attendant at time of subject's birth: _____

Address of Doctor/Attendant: _____

STEP 6 - Mother of Subject

Mother's Name: _____

First

_____ *Middle - Must provide full name if known.*

_____ **Last - Maiden Name*

Other Last Name(s) Used by Mother: _____

**If the mother was adopted, enter adopted name*

Mother's Address: _____

Apt.: _____

Buzzer Code: _____

Address at time of subject's birth

City: _____

Prov./State: _____

Country: _____

Postal/Zip Code: _____

Mother's Marital Status at time of subject's birth:

Single

Married

Divorced

Widowed

Common Law

Mother's Date of Birth: _____

Month

_____ *Day*

_____ *Year*

Mother's Age at time of subject's birth: _____

Mother's Place of Birth: City/Town: _____

Prov./State: _____

Country: _____

STEP 7 - Father of Subject

Father's Name: _____
First _____ *Middle - Must provide full name if known.* _____ **Last* _____
**If the father was adopted, enter adopted name*

Father's Age at time of subject's birth: _____ Father's Date of Birth: _____
Month Day Year

Father's Place of Birth: City/Town: _____ Prov./State: _____ Country: _____

STEP 8 - Provide a Guarantor - applicant's aged 9 or older **MUST** provide a guarantor

THIS SECTION MUST BE COMPLETED

Guarantors must be known by the applicant (name shown on Contact Information) for at least two years, **reside in Canada**, be a **Canadian citizen**, hold an occupation from the list below, **is not retired**, and is a practicing member in good standing. You must have permission by the guarantor to provide his or her information. The guarantor can be a family member, provided they hold an occupation from the list below. **The guarantor does not need to sign the application. The following are guarantors for the purposes of section 45.1 of the Vital Statistics Act:**

My Guarantor's Occupation is (Must be one of the following):

Physician
Lawyer

Nurse
Pharmacist

Professional Accountant
Professional Engineer

Dentist
Police Officer

Signing Officer at Bank
Other: _____

Must be an occupation listed below

Chief of a band recognized under the Indian Act (Canada), chiropractor, judge, justice of the peace, mayor, member of the Legislative Assembly of Ontario (MPP), midwife, minister of religion authorized under provincial law to perform marriages, municipal clerk or treasurer (a member of the Association of Municipal Managers, Clerks and Treasurers of Ontario), optometrist, teacher or principal (primary or secondary school), notary public, psychologist, senior administrator (community college or in a CEGEP), senior administrator or professor in a university, First Nations police officer, caisse d'économie, caisse populaire, credit union or trust company social worker or social service worker, surgeon or veterinarian.

Name: _____ Organization/Firm: _____
First _____ *Last*

Work Address: _____ Unit/Suite: _____ City: _____
Must be civic address

Province: _____ Postal Code: _____ Registration.#: _____
If available or applicable

Daytime Phone Number: (____) _____ Extension: _____ Fax Number: (____) _____

STEP 9 - Search Letter - complete step 9 only if applying for a search

Complete this section **if you do not know** the exact date of birth. You must still complete the other sections.

I do not know the year of birth. Search 5 consecutive years:

Search another 5 year period (\$15.00 for each additional consecutive 5 year period searched.)

Please Note: You must fill out a separate application for a birth certificate AFTER you receive the search letter.

STEP 10 - Submit Application

By submitting this application you are authorizing Vital Certificates to request a certificate of birth on your behalf. **Applications are processed upon receipt, as such we cannot change or cancel applications once received.** Your certificate will be sent to you directly from the Ontario Office of the Registrar General.

Please return your completed application to us by one of the following methods:

- Scan & Email: ontario@vitalcertificates.ca
- or Toll-Free Fax: 1.866.265.6300
- or Regular Mail

Vital Certificates
79-622 Front Street
Nelson, BC, V1L 4B7
Toll Free Phone: 1-866-828-9680

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