

Ontario Death Certificate Application

PLEASE NOTE: Any person with a valid reason may apply for a death certificate in Ontario.

Only **next of kin** may apply for a **certified copy of a statement of death**. If all of the next of kin (Spouse, Parent, Sibling, Offspring) are deceased, the extended next of kin (Grandmother, Grandfather, Aunt, Uncle, First Cousin, Nephew, Niece, or Grandchild) may apply.

See page 2 for submission guidelines.

Step 1 - Contact Information - Person applying for certificate

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

Telephone Number: (____) _____ Ext: _____ Daytime Number: (____) _____ Ext: _____

Residential Address: _____ Apt: _____ Buzzer Code: _____
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 Information - Select certificate type and payment method

*No rush service available for delivery outside of Canada, delivery to P.O. Boxes or for search letters. All delivery times quoted are **average delivery times, and cannot be guaranteed.** All taxes and shipping costs are included.*

____ Qty. - *Death Certificate - 15 to 20 business days - \$65.00 each (includes all taxes and shipping costs)
____ Qty. - Death Certificate - Rush - 5 to 7 business days - \$100.00 each (IN CANADA ONLY)
____ Qty. - **Certified Copy of Statement of Death - 15 to 20 business days - \$75.00 each (includes all taxes and shipping costs)
____ Qty. - Certified Copy of Statement of Death - Rush - 5 to 7 business days - \$110.00 each (IN CANADA ONLY)

If applying for a **Certified Copy of Statement of Death**, specify your relationship to the deceased: _____

See Long Form eligibility below

* **Death Certificate (File Size):** Contains basic information, such as name, date and place of death.

** **Certified Copy of Statement of Death (Long Form):** Contains all information registered on the statement of death including signatures. A Certified Copy of Statement of Death is restricted to Next of Kin (Spouse, Common Law Partner, Mother, Father, Daughter, Son, Sister, or Brother). If all Next of Kin are deceased the extended Next of Kin may apply (Grandmother, Grandfather, Aunt, Uncle, First Cousin, Nephew, Niece, or Grandchild).

***Search Letter (Provides date of death when unknown) \$65.00 - 6 to 8 weeks (no rush service available)
\$15.00 - extra for each additional 5 year search

*** **Search Letter:** A search confirms that a death registration exists. If you do not know the exact date of the death choose a year and enter it in the space provided (see Step 4). A search will be conducted for the entire year plus two years before and after, for a total of five years. You may also request a search of additional years.

Please Note: You cannot order a search letter and a death certificate at the same time. You may only submit an application for a death certificate once you receive the search letter.

Recent Deaths: A certificate will be issued upon completion of the death registration. The registration takes approximately 12 weeks from the date of death. Rush service is not available for deaths that took place within the last 12 weeks. Please contact the Registrar's Office at 1-800-461-2156 if you do require a certificate for a recent death on a rush basis.

Deaths Prior to 1991: Death Certificate applications where the death took place prior to 1991 normally take longer to process. Rush service is not available.

Deaths Prior to 1980: Deaths prior to 1980, may not be in electronic format. When applying for a Death Certificate for a death that occurred prior to 1980, it can take up to an extra 6-8 weeks for the registration to be converted into electronic format before processing can be completed. Rush service is not available.

Deaths Over 70 Years Ago: The Province of Ontario retains death records for 70 years. If you require a death certificate for a death that occurred over 70 years ago, please contact Archives of Ontario at 1-800-668-9933.

Delivery Outside Canada: Rush service is not available for delivery outside of Canada.

Credit Card Type:



Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Cardholder Email: _____

Type/Print Name

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 - Details of Deceased - Person named on certificate

Name of Deceased: _____
First Middle Last

Reason Certificate Required: Immigration Pension Benefits Insurance Estate Settlement
Other: _____
Please specify reason

Date of Death: _____
Month Day Year

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Gender: Male Female Age of Subject at Time of Death: _____

Place of Death: _____, ONTARIO Date of Birth: _____
City/Town Month Day Year

Mother's Name: _____
First Middle - Must provide full name if known Last (at birth)

Father's Name: _____
First Middle - Must provide full name if known Last (at birth)

Marital Status at Time of Death: Single Married Divorced Widowed Common-Law Undetermined

If the subject was married/common-law at the time of death, please provide the deceased spouse/partner's name.

Name of Deceased Subject's Spouse: _____
First Middle Last (at birth)

Step 4 - Search Letter - complete step 4 only if applying for a search

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

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

Search additional 5 year periods - \$15.00 for each additional consecutive 5 year period searched.

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

Step 5 - Submit Application

By submitting this application you are authorizing Vital Certificates to request a certificate of death on your behalf. 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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