

Prince Edward Island Birth Certificate Application

Please Note: You **cannot** use this application and must contact Prince Edward Island Vital Statistics directly at (902) 838-0880 if you are applying for a child and you are not a parent listed on the birth registration.

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

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

Residential Address: _____ Apt: _____ Buzzer Code: _____

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

Email Address: _____

Step 2 - Birth Details of Subject - Person named on certificate

You **MUST** enter as much information as possible. Missing or incorrect information may delay your application.

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 registered with the Provincial Government.

Date of Birth: _____ Place of Birth: _____, P.E.I. 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 6 weeks) before certificate application will be processed. Certificate applications will be held until registration is complete. **No rush service available.**

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

Certificates take approximately **20 to 25 business days** to be processed and delivered. **Delivery times are average delivery times and cannot be guaranteed.** All taxes and shipping included.

____ Qty. - *Individual Information Birth Certificate - \$75.00 each ____ Qty. - **Family Information Birth Certificate (Long Form) - \$85.00 each

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

****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).

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 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

Prince Edward Island Birth Certificate Authorization

By signing this authorization, you are permitting Shauntelle Carbery at Vital Certificates to request your certificate(s) of birth on your behalf. The certificate(s) will be sent to you from our office after receiving it 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.

I, _____, hereby authorize Lucy Beck
Print/Type Name
at Vital Certificates to request one or more certificates of birth from Prince Edward Island Vital Statistics Agency on my behalf. I further authorize correspondence in writing or orally with the Prince Edward Island 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: pei@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.