

Northwest Territories Birth Certificate Application

If you are applying for a child and you are *not a parent* listed on the birth registration you must contact Northwest Territories Health and Social Services directly at 1-800-661-0830.

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: (____) _____ Daytime Number: (____) _____ Ext: _____ Work _____ Cell _____

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 **for both parents**. Missing or incorrect information may delay your application and rush service may not be available.

Reason Certificate Required: _____
Please specify reason - Example: Lost, personal records, passport application, damaged etc...

Subject Name: _____ Male _____ Female _____ X _____
First Middle *Last - Maiden
*Use the subject's last name at birth or adoptive name unless there has been a legal name change.

Date of Birth: _____ Place of Birth: _____, Northwest Territories
Month Day Year City/Town

Father/Co-Parent Name: _____
First Middle - must provide full name if known *Last - at birth
*If the father was adopted, enter adopted name

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

Mother's Name: _____
First Middle - must provide full name if known *Last - Maiden name
*If the mother was adopted, enter adopted name

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

Newborns: Birth registration must be complete (about 4 weeks) before certificate applications will be processed. Certificate applications will be held until registration is complete.

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

Certificates take approximately **10 to 15 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 - \$72.00 each ____ Qty. - **Family Information Birth Certificate (Long Form) - \$72.00 each

____ Qty. - ***Restricted Photocopy of Birth Registration - \$83.00 each

****Add Rush Service to Order - 5 to 8 business days - \$20.00 delivery within NWT, \$25.00 delivery within Canada

* **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).

*** **Restricted Photocopy of Birth Registration:** Contains all the information that appears on the original registration. A restricted photocopy is a copy of the original registration and is usually required for legal purposes. They are, by law, for restricted use only. A restricted photocopy can only be issued if authorized by Vital Statistics or on the order of a court.

**** **Rush Service:** Price quoted above represents an additional cost. Please add the rush service cost to the price of the certificate (ex. \$70.00 + \$20.00 = \$90.00).

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. 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 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

Northwest Territories Birth Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request your certificate of birth. Your certificate will be sent to you directly 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 Vital Certificates to request
Type/Print Name of Applicant
one or more certificates of birth from the Northwest Territories Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the Northwest Territories 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: nwt@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.**