

Northwest Territories Death Certificate Application

PLEASE NOTE: Should you require a certified photocopy of a death event registration please contact the Northwest Territories Vital Statistics Agency directly at 1-800-661-0830.

Step 1 - Contact Information - Person applying for certificate

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

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

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 - Details of Deceased - 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.

Reason Certificate Required: _____
Please specify reason - Example: Settle Estate, Pension, etc...

Name of Deceased: _____
First Middle - Must provide full name if known Last

Gender: Male Female X Age at Death: _____

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

Permanent Residence Before Death: _____
City/Town Province/State Country

Marital Status at Time of Death: _____ If Married, Name of Spouse: _____

Name of Deceased's Mother: _____ Name of Deceased's Father: _____

Relationship of Applicant to Deceased: _____

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




Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping are included.

____ Qty. - *Death Certificate - \$72.00 - 10 to 15 days to be processed and delivered

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

* **Death Certificate:** Contains Full name of the deceased, date of death, place of death, gender, age, marital status, name of spouse, registration number and registration date.

** **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 your 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 such time as 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

Northwest Territories Death Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request a certificate of death. 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 death certificate. **Please identify your relationship to the deceased.** Only next-of-kin may apply for a death certificate. Please print name, date and sign below.

I am the:

Mother

Father

Daughter

Son

Sister

Brother

Spouse

of the deceased person who is subject to the death certificate.

I, _____, hereby authorize Vital Certificates to request one or more certificates of death 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.

Print/Type Name of Applicant

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
Toll-Free Number: 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.**