

Northwest Territories Marriage Certificate Application

Step 1 - Contact Information - Person applying for certificate

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

Home Number: (____) _____ Daytime Number: (____) _____ Extension: _____ 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 Marriage - Persons named on certificate

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

Reason Certificate Required _____
Please Specify Reason - Example: Divorce, lost, personal records, etc.

Date of Marriage: _____ / _____ / _____ Place of Marriage: _____, N.T.
Month Day Year City/Town/Village/Other

Spouse 1 _____
First Name Middle - Must provide if known Last - Before marriage

Spouse 1 Gender: Male Female

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

Spouse 2: _____
First Name Middle - Must provide if known Last - Before marriage

Spouse 2 Gender: Male Female

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

This must be the name listed on the marriage registration. If either party of the marriage registered the marriage under a former married name, please insert that name here. If you have applied for and received a change of name certificate from the Provincial Government, please insert new name here.

Step 3 - Payment Information

Certificates take approximately 10 to 15 business days to be processed and delivered. Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping are included.

____ Qty. - Small Marriage Certificate (wallet size) - \$72.00 each ____ Qty. - Large (Framing Size) Marriage Certificate - \$72.00 each
____ Restricted Photocopy of Marriage Registration - \$83.00 each Add Rush Service to Order - 5 to 8 business days - \$20.00 delivery within NWT, \$25.00 delivery within Canada

Small Marriage Certificate (Wallet Size): Contains the full name of each spouse, date of marriage, place of marriage, registration number and registration date.

Large Marriage Certificate (Framing Size): Contains the same information as the small marriage certificate PLUS the birth places of both parties.

Restricted Photocopy of Marriage Registration: Contains all the information that appears on the original registration. This 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 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 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

Northwest Territories Marriage Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request a certificate of marriage. Your certificate will be sent to you directly from the government agency. A completed and signed authorization must be provided.

I, _____, hereby authorize Vital Certificates to request one or more certificate(s) of marriage 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 with respect to this application. I am one of the persons named of the certificate of marriage.

Print / Type Name

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 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.