

# Nunavut Birth Certificate Application

Nunavut Vital Statistics can only process requests for births that occurred in Nunavut **on or after April 1, 1999**.  
Please visit [www.vitalcertificates.ca/northwest-territories/birth-certificate/](http://www.vitalcertificates.ca/northwest-territories/birth-certificate/) for births that occurred prior to April 1, 1999. If you are applying for a child and you are not a parent listed on the record you must contact Nunavut Vital Statistics directly at 800-661-0833 or 867-645-8001.

**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: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_ Work Cell

Residential Address: \_\_\_\_\_ Apt.: \_\_\_\_\_ Buzzer Code: \_\_\_\_\_ City: \_\_\_\_\_  
Must provide civic address.

Prov./State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

## 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: \_\_\_\_\_  
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.

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_, Nunavut 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

Mother's Name: \_\_\_\_\_  
First Name Middle Name - must provide if known Last Name - at birth or adopted name Current Last Name

Relationship to Subject: \_\_\_\_\_

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

Certificates take approximately 3 to 4 weeks to be processed and delivered. **Delivery times are average delivery times and cannot be guaranteed.** All taxes and shipping included.

\_\_\_\_\_ \*Birth Certificate - \$60.00 each \_\_\_\_\_ \*\*Restricted Photocopy of Birth Registration - \$60.00 each

\*\*\*Add Rush Service to Order - 10 to 15 business days - \$60.00 additional in house rush processing fee

\* Birth Certificate: Contains full name of person, date and place of birth, sex, registration number, registration date, and parents names.

Note: A certificate will indicate surname of parent(s) prior to marriage

\*\* 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 for rush service quoted above represents an additional cost. Please add the rush service cost to the price of the certificate (ex. \$60.00 + \$60.00 = \$120.00).

Credit Card Type:



Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

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

# Nunavut 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; **or**

I am a spouse of the person who is subject to the certificate

I, \_\_\_\_\_, hereby authorize Vital Certificates to request one or more certificates of Birth from the Nunavut Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the Nunavut Vital Statistics Agency with respect to this application.

*Print / Type Name of Applicant*

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*

Signature: \_\_\_\_\_  
*Applicant - Signature Must Be Provided*

**vital**  
CERTIFICATES | birth  
death  
divorce  
marriage

## 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: [nunavut@vitalcertificates.ca](mailto:nunavut@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.**