

What kinds of documents are available to order?

Alberta Vital Statistics maintains a registration record of births, marriages, deaths, legal changes of name and stillbirths (events) that occur in Alberta.

NOTE: To order documents for events that occurred outside Alberta, contact the province / territory / country where the event took place.

CERTIFICATE

Certificates contain the following information:

DEATH

Name of deceased, age at the time of death, date and place of death, usual residence of the deceased (province/country only), sex, marital status, registration number, registration date, date of issue.

LEGAL CHANGE OF NAME

Old name(s), new name(s), registration number, certificate number, registration date, date of issue

PHOTOCOPY OF REGISTRATION

A photocopy of the original *Registration of Death*.

A photocopy of the original *Medical Certificate of Death* is available.

NOTE: Photocopies are rarely needed. They are not recommended for use as identification.

SEARCH LETTER

A Death search letter does not provide actual detailed information. The Vital Statistics office will notify the client whether or not the event is registered, nothing more.

A Legal Change of Name search letter includes the new and previous names as well as the date of registration.

What is acceptable proof of identity and why is it needed?

When ordering Vital Statistics certificates / documents, the applicant must present an acceptable proof of identity document. This document must be issued by a provincial or federal government. It must contain a recognizable photograph, full name, and a distinctive identification number. If the document has an expiry date, the document must currently be valid. If the document has no expiry date, then it must have been issued within the last 5 years. If the document is in a language other than English, then the applicant must provide a notarized English translation and an affidavit from the translator stating that the translation is accurate.

How do I submit an application?

Alberta residents applying for an Alberta Vital Statistics document must apply in person at a registry agent office - an authorized representative of the Alberta Government. For registry agent information, please contact:

| | |
|--|---------------------------------------|
| Edmonton | 780-427-7013 |
| Alberta rite-line (toll free Alberta only) | 310-0000 then dial 427-7013 |
| SUPERPAGES™ | under Licensing and Registry Services |
| Website | www.servicealberta.gov.ab.ca |

What if I don't have acceptable proof of identity or am unable to apply in person at a registry agent office?

Consent may be provided to another person to act as the applicant's designated agent. The designated agent must have known the applicant for at least 1 year, must complete the statutory declaration on page 3, and must present acceptable proof of identity. Not all applicants may provide their consent to a designated agent - see eligibility restrictions on the next page.

NOTE: You will still be the applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

How much do certificates/documents cost?

For certificates or photocopies, the government fee is \$20.00 per certificate / document, plus a registry agent fee. For Legal Change of Name search letters, the fee is \$20.00, plus a registry agent fee. For Death search letters, the fee is \$20.00 for each three-year period searched or portion thereof, plus a registry agent fee.

How long does it take to process an application?

Under normal circumstances when the application has been completed correctly and there are no further requirements, certificates / documents are usually mailed within 3 business days.

How will the certificate / document be delivered to me?

Certificates / documents are mailed to the applicant, unless other arrangements have been made with a registry agent office.

Who can apply for Vital Statistics' documents?

The areas below show who is eligible and what proofs of eligibility are required.

Certificates and / or Photocopies of a Registration

| Death | Legal Change of Name |
|--|--|
| <p>a) The executor of the deceased person's estate. A copy of the will identifying the executor must be attached to this application.</p> <p>b) An adult next-of-kin* of the deceased person including a minor parent, spouse or partner. Proof of relationship or Affidavit of Relationship** must be attached to this application.</p> <p>c) A guardian or trustee, for the deceased person immediately before death as established by court documents. A copy of the legal document must be attached to this application.</p> <p>d) A person with an order from the court. A copy of the order must be attached to this application.</p> <p>e) A joint tenant with the deceased immediately before the deceased's death. Certified copy of the title to property showing joint tenancy must be attached to this application.</p> <p>f) A person who is a designated agent for a person described in a) to c). Consent and statutory declaration must be completed. See bottom of application form.</p> <p>g) An adult relative of the deceased person when there is no person eligible to apply as described in a) to d). A proof of relationship or an Affidavit of Relationship must be attached to this application.</p> <p>h) A funeral home representative who is making arrangements for the deceased person. Proof of occupation must be attached to this application.</p> <p>i) A lawyer for the person described in a) to e), g). A copy of a valid Law Society card must be attached to this application.</p> <p>Anyone may apply for a Death document when:</p> <p>j) The death record is 50 years old or older.</p> | <p>a) The person whose name was changed.</p> <p>b) The person who applied for the change of name.</p> <p>c) A guardian or trustee of a person whose name was changed. A copy of the guardianship or trusteeship document must be attached to this application.</p> <p>d) A person who is a designated agent for a person described in a), b), c), g) or h). Consent and statutory declaration must be completed. See bottom of application form.</p> <p>e) A person who holds a power of attorney to act on behalf of the person described in a). A copy of the legal document must be attached to this application.</p> <p>f) A person with an order from the court. A copy of the order must be attached to this application.</p> <p>When the person whose name was changed is a minor:</p> <p>g) The parent of the person whose name was changed as established by a Registration of Birth or court order. A copy of the applicable court order must be attached to this application.</p> <p>h) A guardian, trustee or person with power of attorney, for a parent of the person whose name was changed. A copy of the legal document must be attached to this application.</p> <p>When the person whose name was changed is deceased:</p> <p>i) The executor of a person's estate. Death certificate and a copy of the will identifying the executor must be attached to this application.</p> <p>Anyone may apply for a Legal Change of Name search letter.</p> |

Medical Certificates of Death

- a) Adult **next-of-kin*** of the deceased person including a minor parent, spouse or partner. Proof of relationship must be attached to this application - e.g., if a birth certificate is supplied, it must show parentage.
- b) A person who is a **designated agent** for a person described in a). Consent and statutory declaration must be completed. See bottom of application form.
- c) Any person with an **order from the court**. A copy of the order must be attached to this application.
- d) A **lawyer** for a person described in a) or c). A copy of a valid Law Society card must be attached to this application.

* **Next-of-Kin:** Mother, father, brother, sister, children, spouse or adult interdependent partner. This does not include in-laws, grand children, step relatives, aunts, uncles, nieces or nephews. Persons who have been adopted or who have placed their child for adoption are not "next-of-kin" to biological relations.

**Affidavit of Relationship available from a registry agent.

This information is collected in accordance with the Vital Statistics Act and Regulations. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. Collection is authorized under s. 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Vital Statistics' staff @ Box 2023, Edmonton, AB T5J 4W7 or (780) 427-7013 (toll free 310-0000 within Alberta).

IMPORTANT INFORMATION TO AVOID DELAYS

- This application **must** be returned to a registry agent in person.
- The applicant **must** provide acceptable proof of identity.
(see the front page for what to do if you do not have acceptable proof of identity)
- Read all instructions carefully before filling in this form.
- Make sure you are eligible to apply and have the necessary supporting documents - see the opposite page.
- Information must be as complete as possible. Attach a written explanation if you cannot provide the information required in the applicable section(s).
- If a record or event cannot be found, a search is carried out automatically and the applicant will be notified. For Death documents the search is limited to a three-year period.

PRINT CLEARLY - This information will be used to mail your documents. All areas of this section must be completed.

| | | | |
|--|--|---|-------------------|
| Full Name of Applicant | | Phone No. <i>(during the day)</i> | |
| Mailing Address <i>Street</i> | | Apartment No. | |
| City / Town / Village | | Province / Country | Postal / Zip Code |
| If Company, Attention of | | Your Reference No. <i>(if applicable)</i> | |
| Reason Certificate Required | | | |
| State Your Relationship to Person Named on Certificate | | | |
| Signature of Applicant X | | Date Signed <i>(month by name, day, year)</i> | |

The Quantity column must be completed. →

| | Type | Quantity |
|---|---------------------------|----------|
| D E A T H Last Name of Deceased: _____ Given Names: _____ Date of Death: <u>Month by name</u> <u>Day</u> <u>Year</u> Place of Death <i>(city, town or village)</i> <i>Only Deaths that occurred in Alberta</i> Usual Residence of Deceased Prior to Death <i>(province / country)</i> Date of Birth: <u>Month by name</u> <u>Day</u> <u>Year</u> Age: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Marital Status: <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced | Certificate | |
| | Photocopy of Registration | |
| | Medical Certificate | |
| | Search Letter | |
| N A M E C H A N G E Last Name before Name Change: _____ Given Names before Name Change: _____ New Last Name after Name Change: _____ New Given Names after Name Change: _____ Date of Birth: <u>Month by name</u> <u>Day</u> <u>Year</u> Place of Birth <i>(city, town or village)</i> Date of Name Change: <u>Month by name</u> <u>Day</u> <u>Year</u> | Certificate | |
| | Search Letter | |

Only complete the section below if you are providing consent to a designated agent to apply on your behalf.

| APPLICANT'S CONSENT TO DESIGNATED AGENT | DESIGNATED AGENT'S STATUTORY DECLARATION |
|--|--|
| I, _____ <i>Full name of Applicant</i> of _____ <i>Street Address City/Town/Village</i> _____ <i>Province/Country Postal/Zip Code Phone Number</i> give my consent to _____ <i>Full Name of the Designated Agent</i> of _____ <i>Street Address City/Town/Village</i> _____ <i>Province/Country Postal/Zip Code Phone Number</i> whom I have known for _____ year(s) to make this application on my behalf. _____ Number X <i>Signature of Applicant</i> | I, _____ <i>Full name of Designated Agent</i> of _____ <i>Street Address City/Town/Village</i> _____ <i>Province/Country Postal/Zip Code Phone Number</i> do solemnly declare that I have known _____ <i>Full Name of the Applicant</i> for _____ year(s). X Number <i>Signature of Designated Agent</i> Declared before me at _____ Alberta dated _____ _____ X <i>Signature of Commissioner for Oaths in and for the Province of Alberta / Notary Public</i> |