

Only use this application if you are applying for stillbirth documents from within Alberta.

If you are applying for stillbirth documents from outside Alberta, use the [Registry Connect Application for Certificate/Documents](#). To order documents for stillbirths that occurred outside Alberta, contact the province/territory/country where the stillbirth took place.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

- This application **must** be submitted in person to a registry agent office - an authorized agent for the Government of Alberta. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- The applicant **must** provide acceptable proof of identity. (See *instructions below when acceptable proof of identity documents are not available*)
- Ensure you are eligible to apply and that you have the necessary supporting documents. (See *Eligibility Information for details*)
- The information you provide must be as complete as possible. If you cannot complete the required stillbirth details you must provide a written explanation with your application before it can be approved by Vital Statistics.
- If a record cannot be found, a search for a three year period is automatically conducted and you will be notified accordingly.

NOTE: All correspondence (if applicable) will be mailed directly to the address provided on the application regardless of the certificate delivery options available at the registry agent office.

What kinds of stillbirth documents are available to order?

Alberta Vital Statistics only maintains records for stillbirths that occur in Alberta. Ensure you are ordering the correct document.

CERTIFIED PHOTOCOPY OF REGISTRATION OF STILLBIRTH

A photocopy of the original Registration of Stillbirth certified by Vital Statistics.

CERTIFIED PHOTOCOPY OF MEDICAL CERTIFICATE OF STILLBIRTH

A photocopy of the original Medical Certificate of Stillbirth signed by the attending physician or medical examiner and certified by Vital Statistics.

SEARCH LETTER

A search letter only states whether the stillbirth is registered or not. No other details are provided.

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 including an affidavit from the translator stating that the translation is accurate.

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

Your consent may be provided to another person to act on your behalf as a designated agent by completing the Applicant's Consent to Designated Agent section on the application. The designated agent must have known you for at least 1 year, must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity. Not all applicants may provide their consent to a designated agent - see Eligibility Information.

NOTE: When designating another person to apply on your behalf, you are still the eligible applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

What is the cost for documents?

For certified photocopies there is a government fee of \$20.00 per document, plus a registry agent service fee. For search letters, there is a government fee of \$20.00 for each three-year period searched or portion thereof, plus a registry agent service 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, documents are usually printed within 2 business days after the agent submits the request to Vital Statistics.

How will a stillbirth document be delivered to me?

Documents are mailed to the address provided on the application, unless other arrangements have been made with a registry agent office.

Who is eligible to apply for Vital Statistics' stillbirth documents?

Eligibility requirements for a Certified Copy of Registration of Stillbirth:

- a) An adult next-of-kin* of the stillborn child, including a minor parent of the child. Proof of relationship or an Affidavit of Relationship** must be attached to the application.
- b) An adult relative of the stillborn child when there are no living persons described in a). Proof of relationship or an Affidavit of Relationship** must be attached to the application.
- c) A person who is a designated agent for a person described in a) or b). The consent and statutory declaration on the application must be completed.
- d) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to this application.
- e) A funeral home representative who is making arrangements for the stillborn child. Proof of occupation must be attached to the application.
- f) A lawyer for a person described in a), b) or d). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).

**Affidavit of Relationship form is available at a registry agent office.

Eligibility requirements for a Medical Certificate of Stillbirth:

- a) An adult next-of-kin* of the stillborn child, including a minor parent. Proof of relationship must be attached to the application. An Affidavit of Relationship **cannot** be used as proof of relationship for a photocopy of a Medical Certificate of Stillbirth.
- b) A person who is a designated agent for a person described in a). The consent and the statutory declaration must be completed on the application.
- c) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to the application.
- d) A lawyer for a person described in a) or c). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).

**Next-of-kin: Mother, father, brother, sister, children, spouse or adult interdependent partner. This does not include in-laws, grandchildren, 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.*

No eligibility requirements:

- e) Anyone may apply for a search letter.
- f) Anyone may apply for a photocopy of a Registration of Stillbirth and photocopy of a Medical Certificate of Stillbirth when the stillbirth record is 75 years old or older. Applications are made through the Provincial Archives of Alberta.

Provincial Archives of Alberta:

Website: <http://culture.alberta.ca/paa/>

Email: paa@gov.ab.ca

General Inquiries: 780-427-1750

Reference Room: 780-427-1056

Toll Free Dialing within Alberta: First dial 310-0000, and then dial the full ten-digit phone number.

8555 Roper Road

Edmonton, Alberta T6E 5W1

For questions regarding this application, please contact Vital Statistics at 780-427-7013. For toll free dialing within Alberta, first dial 310-0000, then dial 780-427-7013. For more information on Vital Statistics products and services visit our website <http://www.servicealberta.gov.ab.ca/family-and-life-events.cfm>

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).

YOU MUST SUBMIT THIS APPLICATION IN PERSON TO A REGISTRY OFFICE. Applications mailed directly to Vital Statistics will **NOT** be processed.
IMPORTANT: To avoid delays, read the Information Sheet (page 1) and the Eligibility Information (page 2) **BEFORE** completing this application
PRINT CLEARLY - The information you provide will be used to process your request and mail the STILLBIRTH documents requested below and any correspondence (if necessary).

ELIGIBLE APPLICANT'S INFORMATION (Complete all areas of this section in full)

| | | | | |
|---|-------------------------|---------------------------------|-----------------------------|-----------------|
| Full Name of Eligible Applicant (See Eligibility Information) | | Applicant's Phone No. (Daytime) | Applicant's Email Address | |
| Suite/Apt No. | Complete Street Address | City/Town/Village/County | Province/Country | Postal/Zip Code |
| State Your Relationship to Person Named on Certificate | | Reason Certificate Required | | |
| Mail Stillbirth Documents and any Correspondence (if applicable) to: <input type="checkbox"/> Applicant's Address ↑ <input type="checkbox"/> Alternate Address ↓ | | Date Signed (month, day, year) | Signature of Applicant X | |

ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE (If this section applies, please complete in full)

| | | | | |
|--|-------------------------|--------------------------|------------------|-----------------|
| C/O Name (if different from applicant) | | | | |
| Suite/Apt No. | Complete Street Address | City/Town/Village/County | Province/Country | Postal/Zip Code |

NOTE: All correspondence (if applicable) will be mailed directly to the address selected above regardless of the certificate delivery option at the registry agent office.

TYPE OF DOCUMENT

| | | | | |
|--|----------|---|----------|---|
| Certified Copy of Registration of Stillbirth | Quantity | Certified Copy of Medical Certificate of Stillbirth | Quantity | Search Letter (\$20 government fee applies to each 3 year period) |
| | | | | From: _____ To: _____ |

STILLBIRTH DETAILS

| | | | | | |
|---------------------------------|--------------------|---|--|-----------------------------|--|
| Last Name | | Given Name(s) | | Name of Hospital (if known) | |
| <input type="checkbox"/> Male | Date of Stillbirth | Place of Stillbirth (City/Town/Village) | | Province Alberta | |
| <input type="checkbox"/> Female | | | | | |
| Maiden Name of Mother/Parent | | Given Name(s) | | Mother/Parent's Birthplace | |
| Last Name of Father/Parent | | Given Name(s) | | Father/Parent's Birthplace | |

NOTE: The information you provide above must be as complete as possible. If you cannot complete the required stillbirth details, you must provide a written explanation with your application before it can be approved by Vital Statistics.

Only complete the section below if you are providing your consent to a designated agent to apply on your behalf (see Information Sheet).

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