



## Birth Certificate / Photocopy of a Birth Registration

Eligible Applicant	Documents Required to Support Eligibility
1. The <b>person</b> whose name is on the birth registration.	<p><a href="#">None</a>.</p> <ul style="list-style-type: none"> <li>• A person may apply for their own birth certificate/document.</li> <li>• When the applicant is a minor applying for their own birth record, see the policy for <a href="#">Minor Applying for Birth Certificate/Document</a>.</li> <li>• <a href="#">Acceptable identification</a> <b>must</b> always be presented.</li> </ul>
2. A <b>parent</b> of the person whose birth is registered as established by registration documents.	<p><a href="#">None</a>.</p> <ul style="list-style-type: none"> <li>• When a father is not listed on the birth record, he cannot apply as a “Father”.</li> <li>• The father may qualify as an applicant under another heading, e.g., “Guardian/Ward”( #3) or any person with written authority (#4). See policy <a href="#">Father Applying - No Father Listed on the Registration of Birth</a>.</li> </ul>
3. A <b>guardian, trustee</b> or person with <b>custody</b> or <b>power of attorney</b> for the person whose birth is registered as established by court documents.	<p>Legal document required. A copy of the legal document <b>must</b> be <a href="#">retained</a> by the registry agent. Record what document was accepted and the number (if applicable) in the Service Request “Notes”.</p> <ul style="list-style-type: none"> <li>• When a father, who is not listed on a birth record, presents court documents (e.g., guardianship, custody, maintenance enforcement, etc) that recognize him as the father of the child, the father is eligible to apply for the child’s certificate as a “Guardian/Ward”.</li> <li>• Trustee and power of attorney documents <b>must</b> state the applicant has the authority to apply for legal documents.</li> </ul>
4. Any person with <b>written authority</b> from the person whose birth is registered or from the parents of the person whose birth is registered.	<p>Written authorization. The written authorization <b>must</b> be <a href="#">retained</a> by the registry agent.</p>
5. Any person with an <b>order from the</b>	<p>Court order.</p>

<b>court.</b>	<p>A copy of the court document <b>must</b> be <a href="#">retained</a> by the registry agent. Record the court document number in the Service Request “Notes”.</p> <ul style="list-style-type: none"> <li>The court order must give specific authority to the applicant to apply for a certificate or a photocopy of birth registration.</li> </ul>
6. A <b>person</b> in the process of <b>adopting</b> a child.	<p>Legal document showing an adoption is in progress. A copy of the legal document <b>must</b> be <a href="#">retained</a> by the registry agent. Record the legal document number (if applicable) in the Service Request “Notes”.</p>
7. A <b>legal representative</b>  for an <b>eligible applicant</b> .	<p>Proof of occupation (e.g., lawyer’s business card, etc.). A copy of the document <b>must</b> be <a href="#">retained</a> by the registry agent.</p>
8. Any person who requires it to <b>comply with legislation</b> , e.g., Child Welfare Act, Parentage and Maintenance Act, etc	<p>Legal document showing the legislative requirement. A copy of the legal document <b>must</b> be <a href="#">retained</a> by the registry agent. Record what document was accepted and the number (if applicable) in the Service Request “Notes”.</p>
9. Any <b>adult next of kin</b>  of the <b>deceased person</b> (the deceased person being the person whose birth is registered).	<p><a href="#">None</a>.</p>
10. The <b>executor or administrator</b> of the <b>deceased person’s estate</b> (the deceased person being the person whose birth is registered).	<p>The will or legal document. A copy of the legal document <b>must</b> be <a href="#">retained</a> by the registry agent. Record what document was accepted and the number (if applicable) in the Service Request “Notes”.</p>
11. When the person whose birth is registered is deceased and there are no eligible applicants, a <b>direct lineal descendant</b> of the <b>deceased person</b> or his/her parent may apply.	<p><a href="#">None</a>.</p>

**Note:**

The ex-spouse of a person, whose birth is registered, is not eligible to apply for a birth certificate or photocopy of a birth registration. The ex-spouse **may** however be eligible for a confirmation letter containing the ex-spouses’ birth details. Submit the application for review with a detailed explanation of the circumstances in the Service Request “Notes”. Vital Statistics will contact the client.

**Note:**

Once a birth record is 100 years old (from the date of birth), anyone can apply for that birth record (certificate or photocopy of a registration). Until the record is that old, eligibility is restricted.

Who is eligible to apply for	Required Supporting Documents
<ul style="list-style-type: none"><li>• <b>Marriage Certificates</b></li><li>• <b>Photocopy of Marriage Registration</b></li><li>• <b>Photocopy of Marriage Affidavits</b></li></ul>	
A <b>person</b> whose marriage is registered.	<u>None</u> . No documents supporting eligibility are required once the <a href="#">identification</a> of the person is established.
Any person with <b>written authorization</b> from a person whose marriage is registered.	Written authorization must be retained by the Registry Agent.
A <b>legal representative</b> of any eligible applicant.	Proof of occupation (e.g., business card, etc).
Any person with an <b>Order from the court</b> .	The court order must be retained by the Registry Agent.
A <b>trustee, guardian</b> or person with <b>power of attorney</b> for a person whose marriage is registered as established by court documents.	Documentation proving trustee, guardianship, or power of attorney must be retained by the Registry Agent. Documents must stipulate the person has the authority to apply for legal documents.
When a party to the marriage is deceased, their <b>adult next of kin</b> may apply. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <a href="#">identification</a> of the person is established.
The <b>executor</b> for the estate, when either party to the marriage is deceased.	Proof of executorship must be retained by the Registry Agent.
When both parties to a marriage are deceased and there are no eligible applicants, an adult offspring of a deceased <b>next of kin</b> may apply. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <a href="#">identification</a> of the person is established.

## Search Letter

**Anyone** may apply for a Search Letter. There are **no** eligibility requirements.

**Note:**

Once a marriage event is 75 years old, anyone can apply for a copy of the marriage certificate or registration. Until the record is that old, access is restricted.

Who is eligible to apply for	Required Supporting Documents
<ul style="list-style-type: none"> <li>• <b>Death Certificates</b></li> <li>• <b>Photocopy of Death Registrations</b></li> </ul>	
Any <b>adult next of kin</b> of the deceased person. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.
A <b>guardian, trustee</b> , or person with <b>power of attorney</b> for the deceased person whose death is registered as established by court documents.	Documentation proving trustee, guardianship, or power of attorney must be retained by the Registry Agent. Documents must stipulate the person has the authority to apply for legal documents.
Any person with <b>written authorization</b> from the person who is an adult <b>next of kin</b> to the deceased person whose death is registered. (next of kin includes common-law spouse)	Written authorization must be retained by the Registry Agent.
A <b>legal representative</b> of any eligible applicant.	Proof of occupation (e.g., business card, etc.).
The <b>executor</b> of the deceased person's estate.	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.
A <b>funeral home representative</b> who is making, or has made, arrangements for the deceased person.	Proof of occupation (e.g., business card, etc.).
An <b>organization that provides benefits</b> to the deceased person's survivors or beneficiaries (e.g. insurance company,	Proof of organization.

trust company, bank, etc.).	
Any person with an <b>Order from the court</b> .	The court order must be retained by the Registry Agent.
An <b>ex-spouse</b> or former <b>adult interdependent partner</b> of the deceased.	Eligibility is at the discretion of the Director of Vital Statistics. Submit the application for review with an explanation of the circumstances / reasons in the "Notes" section on VISTAS. Vital Statistics will correspond with the client if more details are required.
A person who may have had <b>court appointed custody</b> for the person named on the death registration.	Copy of the custody order. It must show the person had custody of the deceased at the time of his/her death.
When there are no eligible applicants, an <b>offspring of a deceased next of kin</b> may apply. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.

<b>Who is eligible to apply for</b>	<b>Supporting Documents Required</b>
<ul style="list-style-type: none"> <li><b>Photocopy of Medical Certificates of Death</b></li> </ul>	
Any <b>adult next of kin</b> of the deceased person. (next of kin includes common-law spouse)	Proof of relationship <b>must</b> always be retained by the Registry Agent.
Any person with <b>written authorization</b> from the person who is an adult <b>next of kin</b> to the deceased person whose death is registered. (next of kin includes common-law spouse)	Written authorization <b>and</b> proof of relationship <b>must</b> always be retained by the Registry Agent.
Any person with an <b>Order from the court</b> .	The court order <b>must</b> always be retained by the Registry Agent.

## Search Letter

**Anyone** may apply for a Search Letter. There are **no** eligibility requirements.

**Note:**

Once a death event is 50 years old, anyone can apply for a copy of the medical certificate of death. Until the record is that old, access is restricted.

<b>Who is eligible to apply for</b>  • <b>Photocopy of Stillbirth Registrations</b>	<b>Required Supporting Documents</b>
Any <b>adult next of kin</b> of the stillborn child. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.
Any person with <b>written authorization</b> from the person who is an adult <i>next of kin</i> to the stillborn child. (next of kin includes common-law spouse)	Written authorization must be retained by the Registry Agent.
A <b>legal representative</b> of any eligible applicant.	Proof of occupation (e.g., business card, etc.).
Any person with an <b>Order from the court</b> .	The court order must be retained by the Registry Agent.
A <b>funeral home representative</b> who is making, or has made arrangements for the stillborn child.	Proof of occupation (e.g., business card, etc).
An organization that provides <b>stillbirth benefits</b> (e.g. insurance company, trust company).	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.
A person who satisfies the Director that he requires it to accompany an <b>application to disinter</b> a body or to <b>transport</b> a dead body.	Documentation is at the discretion of the Director, contact a Vital Statistics Representative .
When there are no surviving adult <i>next of kin</i> to the stillborn child, the <b>offspring of the deceased next of kin</b> may apply. (next of kin includes common-law spouse)	<u>None</u> . No documents supporting eligibility are required once the <u>identification</u> of the person is established.

<b>Who is eligible to apply for</b>  • <b>Photocopy of Medical Certificates of</b>	<b>Required Supporting Documents</b>
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<b>Stillbirth</b>	
Any <b>adult next of kin</b> of the stillborn child. (next of kin includes common-law spouse)	Proof of relationship must always be retained by the Registry Agent.
Any person with <b>written authorization</b> from the person who is an adult <i>next of kin</i> to the stillborn child. (next of kin includes common-law spouse)	Written authorization <b>and</b> proof of relationship must always be retained by the Registry Agent.
Any person with an <b>Order from the court</b> .	The court order must always be retained by the Registry Agent.

## Search Letter

**Anyone** may apply for a Search Letter. There are **no** eligibility requirements.

### **Note:**

Once a stillbirth event is 50 years old, anyone can apply for a copy of the stillbirth registration or a copy of the medical certificate of stillbirth. Until the record is that old, access is restricted.