



Consent Form

**for Agent or Authorized Person
to apply for Birth or Marriage Certificate**

If you are acting on behalf of an individual who has provided you with authorization to order their certificate under Section 30 or 31 of the **Vital Statistics Act, 2009**, you must provide their consent in order to complete the online order request.

I _____ authorize that _____ can apply for and obtain
(Subject named on certificate) or _____ (Applicant stated on order)
(Parent named on birth certificate if child is under the age of 19) _____

the Birth and/or Marriage Certificate(s) as requested

One of the following must apply:

- I have known the person on whose behalf I am acting for at least one (1) year, and I understand the third party will only use this information for the purposes of this application and the information will not be kept without my direct consent.
- I am a lawyer acting on behalf of the person making the designation.
- I am acting on behalf of or employed by a government, charitable or non-profit organization providing social support or social services to the person making this designation.

Online Order Reference Number _____
Required on mailed, faxed or emailed Consent forms only

Signature of subject named on certificate or
Signature of Parent named on Birth Certificate if child is under the age of 19

Date

General Instructions for Online Orders

- Step 1: Type your information directly into the form and then print it.
- Step 2: Ensure the subject named on the certificate (or parent named on the certificate if the child is under the age of 19) signs the Consent Form.
- Step 3: Create an electronic image of the completed form:
 - scan and save in PDF format or
 - create a JPG photo image.
- Step 4: Submit your completed Consent Form:
 - Upload your file containing your completed Consent Form during the online ordering process.
 - Alternatively, you may email the completed form to vstats@gov.nl.ca or fax to 709-729-0946, or send by mail to Vital Statistics Division.
 - Consent forms submitted by mail, email or fax **MUST** include your Order Reference Number.

NOTE: Your order will not be processed until your Consent Form has been submitted and received.

Privacy Notice

Personal information contained on the Application for Service request and this form, is collected under the authority of the **Vital Statistics Act, 2009**. The information provided will be used to fulfill the requirements of the **Vital Statistics Act, 2009** for the release of birth/marriage information. If you have any questions about the collection or use of this information, please contact Vital Statistics Division.