

Application for Birth Certificate

Vital Statistics Division
Digital Government and Service NL
P. O. Box 8700
St. John's, NL A1B 4J6
Telephone: (709) 729-3308
Website: <http://www.gov.nl.ca/dgsnl/>
e-mail: vstats@gov.nl.ca

Please read information on the back prior to completing this application.

Disclaimer: The Government of Newfoundland and Labrador cannot guarantee that a birth certificate with a gender marker "x" will be accepted by authorities in other organizations.

Please note: All required fees must be submitted with this application. A fee of \$35.00 is required for each document being requested in section 3. This can be paid by cheque, made payable to the Newfoundland Exchequer, or by completing our Pre-Authorized Credit Card Form.

Each section must be FULLY completed. Please ensure valid ID is provided with your application. See back for details.

1 APPLICANT INFORMATION	Name			
	Mailing Address			
	Address (con't)		City & Province	Postal Code
	Home Telephone		Bus. Telephone	Email
	State your relationship to the subject named on the birth certificate you are requesting			FOR OFFICE USE ONLY
	Self (you must be at least 16 years of age) <input type="checkbox"/> Father or Other Parent <input type="checkbox"/> Mother (if child is under 19 years of age) <input type="checkbox"/> (if child is under 19 years of age) Other (please specify) <input type="checkbox"/> _____			
Signature of Applicant		Reason certificate is required		
Please check only one of the following				
I will pick up the certificate, <input type="checkbox"/> or Send certificate by mail <input type="checkbox"/>				

2 CONSENT	If you are not the subject named on the birth certificate requested (or if you are a parent applying for your adult child's birth certificate - child 19 years of age or over), written consent is required. Please ensure that this section is signed by the subject named on the birth certificate or that a signed and dated letter of consent is provided with your application.	
	I, _____, authorize that my birth certificate be issued to the applicant stated above. _____ Subject named on birth certificate and I affirm I have known the person who is acting on my behalf for at least one (1) year. 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. _____ Signature of subject of birth certificate Date	

3 BIRTH INFORMATION	Is this person deceased? Yes <input type="checkbox"/> (proof of death must be attached) No <input type="checkbox"/>			
	Surname at birth		All given names	
	Female <input type="checkbox"/> Male <input type="checkbox"/> X <input type="checkbox"/>	If "X" is selected please complete this section I, _____ understand the Government of Newfoundland and Labrador cannot guarantee that a birth certificate with a gender marker "x" will be accepted by authorities in other organizations. _____ Signature		
	Date of birth	Place of Birth (city or town)		
	Month Day Year	NL		
	Surname of father/other parent		(Given names)	
	Birth surname of mother/other parent		(Given names)	
Certificate required:				
*Note: If applying for a birth certificate and neither form is selected, a short form will be issued. See back for more information on each form. Short form does not contain parent's names Long form - \$35.00 <input type="checkbox"/> Short form - \$35.00 <input type="checkbox"/> Certified photocopy of Birth Registration - \$35.00 <input type="checkbox"/> Certified copy of Legal Change of Name - \$35.00 <input type="checkbox"/> *Note: a Certified Photocopy of a Birth Registration is NOT a birth certificate. It's a photocopy of the birth registration form that's been certified by the Registrar General				

4 FOR OFFICE USE ONLY		Initials	Date	Record no.
	Search			Date of registration
	Second Search			Certificate no.
	Issued			File no.
	Acceptable ID presented?		Entitled?	Receipt no.
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount received	
			Refund	

PRIVACY NOTICE

Personal information contained on 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 Information. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at (709) 729-3308.

Who is entitled to apply for a Birth Certificate?

- the person is a natural person;
- the person is at least 19 years of age;
- the person
 - has known the person making the designation for at least one year and has signed a statement to that effect in the form set by the minister,
 - is a lawyer acting on behalf of the person making the designation, or
 - satisfies the registrar general that they are acting on behalf of or employed by a government, charitable or non-profit organization providing social support or social services to the person making the designation and has signed a statement to that effect in the form set by the minister.

Short form birth certificates include the following information:

FULL NAME of the INDIVIDUAL, DATE OF BIRTH, PLACE OF BIRTH, SEX, REGISTRATION NUMBER, REGISTRATION DATE, and DATE ISSUED.

A long form birth certificate contains all information on the short form certificate and also contains the parents' names.

Certificates contain information extracted from the original registration filed in our office.

Identification

Any person applying for a certificate is required to present acceptable identification - one piece of photo ID or two pieces of other ID, at least one of which contains their signature or address. A person who has written authorization to apply for or pick up someone else's certificate is required to present their own ID. Persons applying by mail are required to submit photocopies of their ID documents.

To avoid delay

Complete the appropriate sections in full. **(All requests with incomplete information must be accompanied by a written explanation for the omission.)**

Payment must be enclosed with the application and can be either by cheque or money order (Canadian Funds) payable to the Newfoundland Exchequer Account.

Be sure your address and telephone number are correct and are clearly printed.

Please indicate whether you wish to receive your certificate by mail or will pick it up.

NOTE: All mailed in requests should be sent to Mount Pearl office for processing.

Service is available at:

Vital Statistics Division
Motor Registration Building
149 Smallwood Drive
Mount Pearl, NL A1B 4J6
Telephone: (709) 729-3308

or visit our website: <http://www.gov.nl.ca/dgsnl/department/bmd-contact/>