

APPLICATION FOR A BIRTH CERTIFICATE



**Information
Services
Corporation**
OF SASKATCHEWAN

Vital Statistics

1301 - 1st Avenue
Regina, Saskatchewan, S4R 8H2
Telephone: 306-798-0641
Toll Free: 1-866-275-4721
Fax: 306-787-2288

**THE FOLLOWING MUST BE COMPLETED WITH INFORMATION
PERTAINING TO THE REQUIRED BIRTH CERTIFICATE**

| | Sex | Quantity | Type |
|--|-----|----------|--|
| SURNAME (MAIDEN name if certificate is for a Married Woman) Given Name(s) | | | Short Form (\$25 each) |
| Date of Birth Month Day Year Place of Birth , SASKATCHEWAN | | | Long Form (\$25 each) |
| BIRTH SURNAME of Father Given Name(s) | | | Certified Photocopy of Registration (\$50 each) |
| BIRTH SURNAME of Mother Given Name(s) | | | Genealogical Photocopy (\$50 each) |

For Office Use Only

THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE BIRTH CERTIFICATE

| | |
|--|--|
| Name (please print) | |
| Address (Number/Street/Apt. Number/Rural Route/Box Number) | |
| Community, Province/State, Country | Postal/Zip Code |
| Home Phone Number | Work Phone Number |
| Reason Why Certificate(s) is (are) required | Relationship to person named on certificate(s) |
| Certificates to be: <input type="checkbox"/> Same Day Service <input type="checkbox"/> Mailed <input type="checkbox"/> Picked Up | Office use only: Date picked up: |
| THE FOLLOWING PERSONAL IDENTIFICATION HAS BEEN PROVIDED (see reverse for types of ID required) | Document: _____ Number: _____ Document: _____ Number: _____ |
| Signature of Applicant X _____ | Date Signed _____ |

PAYMENT METHOD (see reverse for applicable fees)

| | |
|--|-------------------------------|
| <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard | |
| Credit Card# | Name on credit card |
| Expiry date | Amount Enclosed/Authorized \$ |
| Signature of cardholder X _____ | |

IMPORTANT INFORMATION

- Complete all sections in full. An application with incomplete information must be accompanied by a written explanation for the omission.
- You must sign and date the application.

IDENTIFICATION REQUIRED

The person applying for the certificate **MUST** provide legible photocopies of documents confirming his or her identity.

Acceptable documents are:

One piece of government-issued photo identification **OR Two pieces** of identification - one of which must contain your signature.

Examples: Photo Driver's Licence
Certificate of Indian Status
Passport
Canadian Citizenship Card

Examples: Birth Certificate
Health Services Card
Social Insurance Card

CERTIFICATES OF BIRTH

Fee - \$25.00 (No GST)

The certificate contains information extracted from the original registration. Certificate size is 12.5 cm x 17.6 cm

Short Form - Name, date of birth, place of birth, age, sex, registration number and registration date.

Long Form - Same information as Short Form plus parents' names and places of birth.

CERTIFIED PHOTOCOPY OF THE ORIGINAL REGISTRATION

Fee - \$50.00 (No GST)

A certified photocopy of a Registration of Birth contains all the information that appears on the original registration.

GENEALOGICAL PHOTOCOPY

Fee - \$50.00 (No GST)

A genealogical photocopy of a Registration of Birth contains all the information that appears on the original registration. This photocopy is stamped "For Genealogy Only".

SEARCH FEE

Fee - \$25.00 for each search period of three consecutive years or less

The fee for each search of the indexes for the Registration of Birth and the issue of a certificate respecting the registration of live birth or a report of the search includes a three-year record search. *Fees are subject to change.*

SAME-DAY ISSUING FEE

In addition to the certificate fee(s), a \$30.00 fee is payable if the applicant requests that the application be processed the same day that it is received in the office. On such a request, certificates will be available for pick-up that same day during regular office hours (8:00 am to 5:00 pm), or will be forwarded by the next available courier service.

Same-day issuing does not guarantee same-day delivery.

METHOD OF PAYMENT

- **Do not send cash.** It is against postal regulations to send cash through the mail.
- Payments by **Cheque or Money Order** should be made payable to **Information Services Corporation.**
- Persons living outside of Canada should obtain an **International Money Order.**
- **VISA** and **MASTERCARD** are accepted.