

## APPLICATION FOR BIRTH CERTIFICATE

### Applying for a Birth Certificate:

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1. Certificates can only be issued for persons born in New Brunswick.
2. Service New Brunswick is committed to protecting your personal information. The information collected on this application form will be used solely by SNB Vital Statistics to fulfill your application request. By completing this application form, you are agreeing to provide information for this purpose.

### Who is Entitled to Apply For a Birth Certificate?

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- You, if you are the person named of the birth certificate. You must be at least 16 years of age.
- The parent(s) of a child under 16 years of age. Parent(s) must be listed on the birth record or provide court documents proving parentage.
- The parent(s) of a child 16 years of age or over who is mentally incapable. Proof is required such as a court document or letter from a physician.
- A person who has written authorization (consent) of the person named on the birth certificate.
- A person who has been granted guardianship – proof is required.
- A person with a court order – proof is required.
- A person who requires it to comply with a specific Act or Regulation – proof is required.
- If you are applying for the certificate of a deceased individual, proof of death is required.

### Information Contained on Birth Certificates:

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- a) Short form certificates include the following information: Surname and given names of individual, date of birth, place of birth, sex, registration date, registration number and date issued.
- b) Long form certificates include all of the above information plus the names of the parents and the province or country of the parents' birth. **Note:** The long form birth certificate is recommended when applying for the certificate of a minor child.
- c) For married women, birth certificates are issued in your maiden name.

### Processing Times:

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**Regular Service** - If an application is complete, the event is registered, and the information given in the application agrees with our records, "Regular" requests will be processed within 5 business days. This does not include postal or courier delivery time.

**Expedited Service** - If an application is complete, the event is registered and the information given in the application agrees with our records, "Expedited" requests will be processed within 48 business hours for pick up at 435 King Street, Suite 203 (Monday through Friday) or sent by courier the next business day.

### Fees:

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|---------------------------|--|
| a) Long form certificate  | \$45   |
| b) Short form certificate | \$45   |
| c) Expedited Service Fee  | \$50 (does not include cost of certificate <u>or</u> shipping) |

### Payment Options:

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- Cheque payable to Service New Brunswick
- Debit card or cash (In person at any Service New Brunswick service centre)
- Visa, MasterCard or American Express

### Delivery Options:

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Birth certificates are shipped via mail, free of charge. You may choose to have your birth certificate couriered to you for an extra fee:

Courier service within NB, NS or PE	\$10 (plus applicable taxes)
Courier service to other Canadian destinations	\$25 (plus applicable taxes)
Courier service to the United States	\$40 (no tax outside Canada)
Courier service outside Canada & US	\$80 (no tax outside Canada)

