

APPLICATION FOR BIRTH CERTIFICATE

Applying for a Birth Certificate:

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?

- You, if you are the person named of the birth certificate.
- The parent(s) of a child under 19 years of age. Parent(s) must be listed on the birth record or provide court documents proving parentage.
- The parent(s) of a child over 19 years of age who is mentally incapable - proof is required.
- 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:

- 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:

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:

- | | |
|---------------------------|---|
| 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:

- Cheque or money order 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:

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)



PLEASE PRINT CLEARLY IN BLACK INK

Part 1: Applicant Information

“Applicant” is the person who is completing this request. An “Applicant” must enter their contact information so they can be contacted if problems arise with this request.

Your Last Name		Your First Name		Your Mailing Address	
City		Province	Postal Code		Country
Day Telephone () -		Alternate Telephone () -		Your relationship to the person named on certificate <input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: _____ (specify)	
Signature of Applicant : X _____ Date: _____ (Person applying for certificate)					

Part 2: Birth Details

Enter the birth information of the person in whose name the certificate will be issued including the names of both parents and their respective places of birth. If father’s information is not applicable, please put “N/A” in corresponding fields.

Last Name			Given Name(s)														
Date of Birth <table border="1"> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> <tr> <td>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td> </tr> </table>								Day	Month	Year				Sex <input type="checkbox"/> M <input type="checkbox"/> F	Place of Birth (City, Town or Village)		
Day	Month	Year															
Father’s Surname		Father’s Given Name(s)		Father’s Birthplace													
Mother’s Maiden Surname		Mother’s Given Name(s)		Mother’s Birthplace													

Part 3 : Certificate Details

Step 1: Select the type, quantity of each certificate and the language you are requesting (details on what each certificate includes are outlined on the first page).

<u>Quantity</u>	<u>Quantity</u>	Language <input type="checkbox"/> English or <input type="checkbox"/> French
Short form certificate \$45 x _____	Long form certificate \$45 x _____	

Step 2: Choose the appropriate reason why the certificate is being requested (Not providing a reason will delay processing time)

<input type="checkbox"/> Health Card	<input type="checkbox"/> Native Status	<input type="checkbox"/> Social Insurance Number
<input type="checkbox"/> ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Land Deed	<input type="checkbox"/> Pension	_____
<input type="checkbox"/> Lost/Stolen	<input type="checkbox"/> School	_____

Step 3: Choose the type of service and delivery method for the certificate

Service Options:
 Regular Service OR Expedited Service - \$50 fee (does not include certificate or courier fees)

Delivery Options:

<input type="checkbox"/> REGULAR MAIL (no delivery charges apply)	<input type="checkbox"/> COURIER to the United States \$40 (no tax outside Canada)
<input type="checkbox"/> COURIER within NB, NS or PE \$10 (plus applicable taxes)	<input type="checkbox"/> COURIER outside Canada & US \$80 (no tax outside Canada)
<input type="checkbox"/> COURIER to other Canadian destinations \$25 (plus applicable taxes)	NOTE: Selecting courier as the delivery option does not expedite processing time. You must choose expedited service (\$50) to rush your application.

Payment Options :

- Credit Card (Visa, MasterCard or American Express)
- Cheque or money order payable to Service New Brunswick

Credit Card # _____ Expiry Date: _____
 Signature: _____

PART 4 – CONSENT

If you are not the person named on the birth certificate requested or if you are a parent applying for your adult child’s birth certificate (19 years of age or older), written consent is required. Please make sure that this section is signed by the person named on the birth certificate OR that a signed letter of consent is provided with your application.

I _____ authorize that my birth certificate be issued to _____.
 (Person named on birth certificate) (Name of Applicant)

Signature: X _____ Date: _____
 (Person named on birth certificate)

VITAL STATISTICS OFFICE USE ONLY

Registration Number	POS Reference Number	Date Issued	Issued By
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