

## 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 230 Hilton Road, 2nd floor (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 <b>or</b> 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)



**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 _____ (Person applying for certificate)					
Date: _____ Applicant E-Mail (if available): _____					

**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 [ ][ ] [ ][ ] [ ][ ][ ][ ] Year Month Day		Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X		Place of Birth (City, Town or Village)	
Mother's / Parent's Maiden Surname		Mother's / Parent's Given Name(s)		Mother's / Parent's Birthplace	
Father's / Parent's Surname		Father's / Parent's Given Name(s)		Father's / Parent'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).

<b>Quantity</b> Short form certificate \$45 x _____ Long form certificate \$45 x _____		<b>Quantity</b> Language <input type="checkbox"/> English or <input type="checkbox"/> French
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**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"/> ID Card <input type="checkbox"/> Land Deed <input type="checkbox"/> Lost/Stolen	<input type="checkbox"/> Native Status <input type="checkbox"/> Passport <input type="checkbox"/> Pension <input type="checkbox"/> School	<input type="checkbox"/> Social Insurance Number <input type="checkbox"/> Other (specify): _____ _____ _____
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**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)

<b>Delivery Options:</b> <input type="checkbox"/> REGULAR MAIL (no delivery charges apply) <input type="checkbox"/> COURIER within NB, NS or PE \$10 (plus applicable taxes) <input type="checkbox"/> COURIER to other Canadian destinations \$25 (plus applicable taxes)	<input type="checkbox"/> COURIER to the United States \$40 (no tax outside Canada) <input type="checkbox"/> COURIER outside Canada & US \$80 (no tax outside Canada) <b>NOTE: Selecting courier as the delivery option does not expedite processing time. You must choose expedited service (\$50) to rush your application.</b>
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**Payment Options :**  
 • Credit Card (Visa, MasterCard or American Express)  
 • Cheque 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 (16 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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