



**To:** PLANET SUBSCRIBERS / LAWYERS

**Re:** Request for Birth Certificates and Birth Certificate Information for Land Titles Transactions

In order to facilitate the verification of the name of your client for land titles transactions, the following has been established.

1. Separate Fax In Request Form to Vital Statistics

- The attached form can be used to fax in your request. The form is available by accessing the Subscriber Information page on the SNB website.

[https://www.pwx1.snb.ca/snb7001/e/2000/2400e\\_6.asp](https://www.pwx1.snb.ca/snb7001/e/2000/2400e_6.asp)

- Please note the following:

- A birth certificate must be requested.

It will be mailed or couriered to the lawyer's office address. This facilitates making a copy for your client file. You must then ensure the original birth certificate is delivered to your client by appropriate secure delivery means.

Birth certificates are mailed out in a very plain non-government envelope, in keeping with national standards. Please advise your mail processing staff of this.

Vital Statistics turnaround times can be viewed by going to

<https://www.pwx1.snb.ca/SNB9000/product.aspx?productid=A001PSN6002G&l=e>

- Fax Back Confirmation of the Name on Birth Certificate by Vital Statistics

A request for this additional service should be on an exception basis only and based on an urgent pending land transaction. Vital Statistics expedited or standard processing times and the delivery of the birth certificate to the lawyer's office should alleviate the need for this additional service request.

Nevertheless, if requested, Vital Statistics will do same or next day fax back confirmation of the name on the birth certificate, provided the Vital Statistics records are in sync with the information being provided. [The birth certificate is not faxed back, just the confirmation of the name.] Where the confirmation cannot be done due to



inconsistencies in the information provided by you to Vital Statistics, you will be contacted in those time frames as well.

A fee of \$10 is charged for the fax back confirmation of the name. This service is over and above the costs of the birth certificate and requested delivery means for the birth certificate.

## 2. Law Society Real Property Standards

- The relevant Law Society standard will be adjusted to clarify that a lawyer may rely on the fax back confirmation of the name.

## 3. General Requests for Birth Certificates

- The attached form is to be used solely for purposes of Land Registry transactions.

- Where you are acting for your client and require a birth certificate for non-land transactions, the standard procedures established are applicable and no fax back is provided. A different request form is used. You may request birth certificates by writing to Vital Statistics or making a request at a SNB Service Centre. You will be required to provide signed consent for this non-land transaction. Your client can also request his/her birth certificate online at

<https://www.pwx1.snb.ca/snb9000/product.aspx?productid=A001PSN6000&l=e>

### Summary

The above has been agreed upon by SNB and the Law Society of New Brunswick. We appreciate your co-operation in the above.

Yours truly,

Charles S. McAllister  
Executive Director Chair Registries Committee

Chuck Johnstone  
Property Law Advisory Committee