

**1. To be mailed to:**

Your name (First name)		(Middle name)	
(Last name)			
Street number and name			Apartment #
City, Town or Village	Province	Postal Code	

You can only use this form to get certificates for marriages or deaths that happened in Ontario. We keep records of marriages for 80 years and deaths for 70 years. If you need older records, contact the Archives of Ontario. You can find more information on the opposite page.

**Please PRINT clearly in blue or black ink and sign Section 4.**

If you have any questions, please contact the Office of the Registrar General at 1-800-461-2156 or 1-416-325-8305.

**2. What document(s) do you want?**

Please read the opposite page to find out if you're entitled to receive the information you're asking for.

<input type="checkbox"/> <b>Marriage Certificate</b>			
Name of party to the marriage		(Last name before marriage, First, Middle)	Any other last name used
Name of party to the marriage		(Last name before marriage, First, Middle)	Any other last name used
Date of Marriage Day   Month   Year	Place of Marriage (City, Town or Village) <b>Ontario</b>		
How many copies of each type of certificate do you want? Print number in the appropriate box. (there is a charge for each certificate.)			
<input type="checkbox"/> <b>Certificate</b> (includes basic information, such as name, date and place of marriage)	<input type="checkbox"/> <b>Long form</b> (contains all registered information, including signatures)	<input type="checkbox"/> <b>Marriage letter</b> (usually needed to get married in some countries)	
<input type="checkbox"/> <b>Death Certificate</b>			
Name of Deceased (Last name)		(First name)	(Middle name)
Date of Death Day   Month   Year	Place of Death (City, Town or Village) <b>Ontario</b>		Age   Sex
If the person was married or in a common-law relationship at the time of death, name of spouse or partner (Last name before marriage) (First name) (Middle name)			
Father's Name (Last name)		(First name)	(Middle name)
Mother's Name (Last name before marriage)		(First name)	(Middle name)
How many copies of each type of certificate do you want? Print number in the appropriate box. (there is a charge for each certificate.)			
<input type="checkbox"/> <b>Certificate</b> (includes basic information, such as name, date and place of death)	<input type="checkbox"/> <b>Long form</b> (contains all registered information, including signatures)		

**3. Fees and Payment**

Please read the *Fees and Payment* section on the opposite page to find out how much you have to pay.

<b>How are you paying?</b>			<b>Total amount enclosed</b>
<input type="checkbox"/> Cheque or money order. Please make payable to: <b>Minister of Finance</b>	OR	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	\$
Name of cardholder (Last name)		(First name)	(Middle name)
Signature of cardholder X	Card Number		Expiry date (m/y)

**4. Important information and signature**

By signing below, you are stating that you are entitled to, and authorize the Office of the Registrar General to issue the requested information and that you consent to the Ministry of Consumer and Business Services collecting information about yourself and the person(s) named on the record (if other than yourself) from such other sources as may be necessary in order to verify the information on this form and your entitlement to the service requested. **If you have asked someone to obtain the information on your behalf, print the person's name below.** *I am aware that it is an offence to wilfully make a false statement on this form.*

(Last name)		(First name)	(Middle name)
Why are you requesting this certificate?	What is your relationship to the person named on the certificate? <input type="checkbox"/> self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> other; specify		
Signature of entitled person X	Date Signed Day   Month   Year	Home telephone number ( )	Work telephone number ( )

**Please read the following instructions carefully before completing your application.  
Please print clearly using a black or dark blue pen. Do not use a pencil.**

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**1. Ontario Registrations Only:**

Please note that the attached application form applies only to **Ontario** deaths or marriages. The Office of the Registrar General cannot provide any information regarding deaths or marriages that happened outside of Ontario.

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**2. Available Records:**

**Only** the following records are held by the Office of the Registrar General. If the event you are applying for is not registered you will receive a notice from our office.

**Marriages** - for marriages that occurred during the past 80 years

**Deaths** - for deaths that occurred during the past 70 years

**Records for events occurring after 1868, but prior to the years held by the Office of the Registrar General, are available from the Archives of Ontario. Inquiries about these records should be directed to:**

The Archives of Ontario

77 Grenville Street

Toronto ON M7A 2R9 Attn: Vital Statistics Reference Archivist

or: Telephone the Vital Statistics Hot Line at (416) 327-1593

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**3. Entitlement to Certificates/Certified Copies (Long form):**

If the entitlement/authorization section (4) of your application is not completed in full it will be returned to you. Please note that there are restrictions as to who may obtain a certificate or certified copy of a marriage, or death registration. The following individuals may obtain a certified photostatic copy or certificate of:

**Marriage:**

- a) either party to the marriage as named on the registration
- b) children of the marriage if either party to the marriage is deceased
- c) parents of a deceased party to the marriage
- d) if either party to the marriage is deceased, the closest next-of-kin, executor, or estate trustee

**Death:**

- a) no restrictions on death certificates
- b) certified photostatic copies of registrations are restricted to next of kin and their authorized representative

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**4. Fees and Payment:**

Here are the fees for each type of certificate if you order by mail. There are no taxes for these documents.

**Certificate** (includes basic information, such as name, date and place of event) - \$15.00 each

**Long Form (Certified Copy)** (contains all registered information, including signatures) - \$22.00 each

**Confirmation letter** (a letter providing results of a search of our records) - \$15.00 each

If you are sending your payment from anywhere other than Canada or the US, you must pay with an international money order in Canadian funds drawn on a Canadian clearing house, or by VISA, MasterCard, or American Express. US applicants may submit a US Postal money order in US funds.

**Note:** Our Office does not accept post dated cheques. A fee of \$35.00 will be charged for dishonoured cheques.

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**5. Mail the Completed Application and Payment to:**

Office of the Registrar General  
P.O. Box 4600  
189 Red River Road  
Thunder Bay ON P7B 6L8

**Fax In Service:** You can fax your application (with credit card payment only) to **807-343-7459**.

**Expedited Service:** If you require urgent service, please take the completed request to our public counter 8:30 a.m. to 5:00 p.m. Monday to Friday. There is an additional fee for this service and some restrictions apply. Call our enquiry number below for locations throughout Ontario.

**For telephone enquiries:** from the 416 area code, dial 325-8305  
from the rest of Ontario, dial 1-800-461-2156  
from outside of Ontario, dial 1-416-325-8305