



APPLICATION FOR DEATH CERTIFICATE OR REGISTRATION PHOTOCOPY

Did you know that you can save yourself time and effort by ordering your certificate using our on-line electronic ordering system? This service is secure and easy to use and does not cost anything additional. **Click here** or type <https://www.vs.gov.bc.ca/ecos/> into your Internet Browser.

APPLICANT AND MAILING ADDRESS INFORMATION

| | | |
|--|--|---|
| NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence. Rush courier packages need to be signed for. | | FOR OFFICE USE ONLY: AFS# |
| SURNAME | | GIVEN NAME(S) |
| MAILING ADDRESS | | |
| CITY, PROVINCE/STATE, COUNTRY | | POSTAL CODE |
| HOME TELEPHONE NUMBER (Include Area Code) | | WORK TELEPHONE NUMBER (Include Area Code) |
| E-MAIL ADDRESS FOR CORRESPONDENCE (PLEASE PRINT CLEARLY) | | IF COMPANY, ATTENTION: |

DEATH DETAILS

| | | | | | |
|--|-----------------|-----|------|--|---|
| SURNAME | | | | | |
| GIVEN NAME(S) | | | | AGE | <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| DATE OF DEATH | MONTH (ex: Feb) | DAY | YEAR | PLACE OF DEATH (City) | PROVINCE BRITISH COLUMBIA |
| PERMANENT RESIDENCE BEFORE DEATH (City, Province/State, Country) | | | | PLACE OF BIRTH (City, Province/State, Country) | |

NUMBER OF SERVICES REQUIRED (see reverse for fee information)

- ☐ Certificate (Large) Regular service - \$27.00 per certificate (average 5 day processing time) ☐ Registration Photocopy, Regular service - \$50.00 per photocopy
- ☐ Certificate (Large) Rush - \$60.00 per event. **Important:** see below* ☐ Registration Photocopy, Rush - \$60.00 per event. **Important:** see below*

***NOTE:** All services, other than rush services, will be mailed. Rush services, 24 hour service indicates in-office processing time once received. Courier time is additional. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process. If couriered to a postal box, a card is left and the package is delivered to the nearest postal outlet. ID and signature will be required upon pick up.

YOUR RELATIONSHIP TO EVENT: _____
(requires written authorization from an eligible applicant)

Reason Certificate Required: _____

YOUR SIGNATURE (written): _____

PAYMENT METHODS

| | | | | |
|-----------------------------------|--------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Cheque * | <input type="checkbox"/> Money Order | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express |
| * Postdated cheques not accepted | | | | |
| AMOUNT ENCLOSED \$ _____ | | Interac/Cash payment may be made in person at one of our three offices. Cheque or money order made payable to the Minister of Finance. | | |
| | | Card holder signature _____ | | |
| | | PRINT Card holder name as shown on Credit Card _____ | | |
| | | Credit Card # _____ Expiry Date _____ | | |

IMPORTANT INFORMATION

TO AVOID DELAY

- ★ Complete all sections in full (All requests with incomplete information must be accompanied by a signed, written explanation for the omission and include two pieces of identification, including one picture ID, and written verification of identity on official letterhead from a Physician, Lawyer, Notary Public, or Religious Representative who has known you for at least two years.)
- ★ Be sure you are authorized to make the request (see Section 3 below).
- ★ It is against postal regulations to send cash through the mail. Payment in **Canadian funds** should be forwarded by cheque, bank draft or money order made **payable to the Minister of Finance**. Postdated cheques not accepted. Credit card payments are accepted, please complete the Credit Card portion on the front of this form.
- ★ Be sure your address and telephone number are correct and clear.
- ★ A service charge of \$30.00 will be levied on all cheques not honoured by the payees financial institution.

1) FEES

Fees as noted for each requested copy on the front of this form. The following conditions apply: where a certificate or registration photocopy cannot be issued because no record exists or the applicant has not supplied sufficient or correct information, a \$27.00 search fee will be assessed. **All fees subject to change. If ordering after April 1, 2011, contact our office for current fees.*

2) INFORMATION PROVIDED

Certificates contain the following information:

Death Large only - name, date of death, age, sex, place of death, birthplace, residence, registration number, certificate issuance date.

Photocopies

- a) Registration photocopies are rarely needed by citizens and are not required for court purposes.
- b) Registration photocopies contain all the information about the event as recorded at the time, and are rarely needed for reasons other than personal records.

3) WHO QUALIFIES TO APPLY FOR A DEATH EVENT DOCUMENT

- a) Death certificates may be released to any person who has a valid reason.
- b) Should you believe that you require a certified photocopy of a death event registration, please visit our web site at: **www.vs.gov.bc.ca** or contact our customer enquiry line at **250 952-2681** for eligibility information.

OTHER SERVICES - For Records held in British Columbia only

Genealogy Verification Extract

To obtain an application for this service, please visit our web site or contact one of our offices by telephone or in person.

MAILING ADDRESS

Vital Statistics Agency
PO Box 9657 STN PROV GOVT
Victoria BC V8W 9P3

GENERAL ENQUIRIES

Telephone: **250 952-2681** (Victoria)

ORDERING BY CREDIT CARD

Telephone: 250 952-2557 (Victoria & outside BC)
Toll free: 1 888 876-1633 (within BC)

OR VISIT ONE OF OUR OFFICES

VICTORIA:

818 Fort Street
Victoria BC

VANCOUVER:

250 - 605 Robson Street
Vancouver BC

KELOWNA:

101 - 1475 Ellis Street
Kelowna BC

Check our Web Site at: www.vs.gov.bc.ca

The information on this form is collected under the authority of the **Vital Statistics Act** (RSBC 1996, c.479, Sec. 38). The information provided will be used to fulfill the requirements of the **Vital Statistics Act** for the release of death information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Service Representative at 250-952-2681, or write to the mailing address given above.