

Saskatchewan Birth Certificate Application

Please Note: You cannot use this application and must contact Information Services Corporation directly at 1-866-275-4721 if you are applying for a child and you are not a parent listed on the birth registration or a legal guardian with guardianship papers.

If Adopted: Please provide the adoptive parents' names and the current legal name of the adoptee.

Step 1 - Contact Information - Person applying for certificate

Name: _____ Firm/Organization: _____
Applicant *Complete only if certificate(s) to be delivered here.*

Home Telephone Number: (____) _____ Daytime Number: (____) _____ Extension: _____ ☐ Work ☐ Cell

Mailing Address: _____ Apt.: _____ Buzzer Code: _____
Certificates ordered using the RUSH SERVICE are delivered by courier and need to be signed for by the applicant. You must provide a civic address where available.

City: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Email Address: _____

Step 2 - Birth Details of Subject - Person named on certificate

You **MUST** enter as much information as possible. Missing or incorrect information may delay your application and rush service may not be available.

Reason Certificate Required: _____ Birth Registration Number: _____
Please specify reason . e.g. lost, personal records, passport application etc

Subject Name: _____ ☐ Male ☐ Female
*First Name Middle Name *Last Name Current Last Name*
**Use the subject's last name at birth or adoptive name unless there has been a legal name change.*

Date of Birth: _____ Place of Birth: _____, Saskatchewan Sibling Order: _____
Month Day Year City/Town/Village/Other

Father's Name: _____
*First *Middle *Last - at birth Current Last Name*
**Must provide full name if known *If the father was adopted, enter adopted name*

Date of Birth: _____ Place of Birth: _____
Month Day Year City/Town Province/State Country

Mother's Name: _____
*First *Middle *Last - maiden name Current Last Name*
**Must provide full name if known *If the mother was adopted, enter adopted name*

Date of Birth: _____ Place of Birth: _____
Month Day Year City/Town Province/State Country

Other Parent's Name: _____
*First *Middle *Last - at birth Current Last Name*
**Must provide full name if known *If the other parent was adopted, enter adopted name*

Date of Birth: _____ Place of Birth: _____
Month Day Year City/Town Province/State Country

Newborns: Birth registration must be complete (about 4 weeks) before certificate applications will be processed. Certificate applications will be held until registration is complete. **No rush service available.**

Step 3 - Payment Information - Select certificate type and payment method

Certificates take approximately **6 to 8 weeks** to be processed and delivered. **Delivery times are average delivery times and cannot be guaranteed.** All taxes and shipping included.

____ Qty. - *Individual Information Birth Certificate - \$75.00 each ____ Qty. - **Family Information Birth Certificate - \$75.00 each
____ Qty. - ***Certified Copy of Birth Registration - \$100.00 each ____ Qty. - ****Genealogical Photocopy - \$100.00 each
☐ Add Rush Service to Order- 5 to 8 business days (includes courier time) - \$35.00 additional courier cost (includes multiple certificates)

* **Individual Information Birth Certificate:** Contains individual's name, date of birth, place of birth and sex.

** **Family Information Birth Certificate:** Contains individual's name, date of birth, place of birth, sex, parent(s) name(s) and their birthplace(s).

*** **Certified Copy of Birth Registration:** This a photocopy of the actual birth registration as filled in by the parents. The photocopy is certified as a true copy of the original. Not for use as identification.

**** **Genealogical Photocopy:** A genealogical photocopy of a Registration of Birth contains all the information that appears on the original registration. This photocopy is stamped "For Genealogy Only".

Credit Card Type: ☐  ☐  ☐  (or) ☐ Phone me for credit card details. Phone No. (____) _____

Credit Card Number: _____ Exp. Date: _____ Name of Cardholder: _____ Cardholder Email: _____
Type/Print Name

Signature: _____ Date: _____

Charge will appear as "Express Legal" on credit card statement. If paying by **money order or certified cheque** please mail the completed application along with your payment. Any application received with a **personal cheque** will be held until such time as the cheque clears, typically 7 to 10 days. Cheques and money orders must be made payable to "Express Legal".

Step 4 - Provide Authorization

Saskatchewan Birth Certificate Authorization

By signing this authorization, you are permitting Express Legal to request one or more Certificate(s) of Birth. Your certificate(s) will be sent to you directly from the government agency. A completed and signed authorization and a photocopy of one piece of government issued photo identification or two pieces of identification (one of which must contain your signature) must be provided.

The identification must be valid (not expired) and belong to the applicant, showing name, document I.D. number and expiry date. If possible, please enlarge the photocopy and make lighter so that the information is clear and legible.

Please also provide the I.D. number(s) of the form of I.D. you are providing.

***A clear photocopy of one current piece of photo identification with visible signature
(two if not photo identification) must be submitted with each application.
The identification must be from the person signing this authorization.***

Driver's Licence/ID Card #: _____ Passport #: _____
Birth Certificate #: _____ Citizenship Card #: _____
Treaty Status Card #: _____ Other #: _____

I, _____, hereby authorize Express Legal to request one or more Certificate(s)
Type/Print Name
of Birth from Saskatchewan Vital Statistics on my behalf. I further authorize Express Legal to correspond in writing or orally with Saskatchewan Vital Statistics with respect to this application.

- ☐ I am the subject of the certificate and **over the age of 15 years**; or
- ☐ I am a parent of the person who is subject to the certificate, **if that person is less than 18 years old**; or
- ☐ I am a guardian of the person whose birth is registered (must provide a copy of guardianship papers).
- ☐ Subject is deceased. I am the executor of the Will, power of attorney or personal representative of the estate **(must provide copy of Will naming applicant as executor, power of attorney or personal representative)**.

Date: _____ / _____ / _____
Month Day Year

Signature: _____
Applicant



Step 5 - Submit Application

Please return your completed application and authorization to us by one of the following methods:

Toll-Free Fax: 1.866.265.6300
or Scan & Email: saskatchewan@expresslegal.ca
or Regular Mail

ExpressLegal, 79-622 Front Street, Nelson, BC V1L 4B7
Toll-Free Phone: 1.866.828.9680

IMPORTANT NOTE: Although you can fill out the application online, you cannot save or email it. Please **type, print and sign** the application then fax, scan and email or mail your application to us. Applications are processed upon receipt. **We cannot change or cancel applications once received.**