

Manitoba Birth Certificate Application

Pease Note: You cannot use this application and must contact Manitoba Vital Statistics Agency directly at 1-866-MANITOBA if you are applying for a child and you are not a parent listed on the birth registration.

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.*

Telephone Number: (____) _____ Extension: _____ Daytime Number: (____) _____ Extension: _____

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 for both parents. Missing or incorrect information may delay your application and rush service may not be available.

Reason Certificate Required: _____
Please specify reason. Example: Lost, personal records, passport application, damaged etc...

Subject Name: _____ Male Female
*First Middle *Last - Maiden 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: _____, Manitoba
Month Day Year City/Town

Father/Co-Parent Name: _____
*First Middle - must provide full name if known *Last - at birth*
**If the father was adopted, enter adopted name*

Place of Birth: _____
City/Town Province/State Country

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

Place of Birth: _____
City/Town Province/State Country

Newborns: Birth registration must be complete (about 6 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 - \$80.00 each ____ Qty. - **Family Information Birth Certificate - \$80.00 each
____ Qty. - ***Certified Copy of Birth Registration - \$80.00 each

***Rush Service - 5 to 8 business days - \$40.00 (within Canada), \$50.00 (to USA), \$80.00 (international destinations) **additional courier cost**

* **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, and parent(s) name(s).

*** **Certified Copy of Birth Registration:** This is a photocopy of the actual birth registration as filled in by the parents. The photocopy is certified as a true copy of the original.

**** **Rush Service:** Prices for rush service quoted above represent an additional cost. Please add the rush service cost to the price of the certificate (ex. \$75.00 + \$40.00 = \$115.00).

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 business days.

Cheques and money orders must be made payable to "Express Legal".

Step 4 - Provide Authorization

Manitoba Birth Certificate Authorization

By signing this authorization, you are permitting Express Legal to request your certificate of birth. Your certificate will be sent to you directly from the government agency. A completed and signed authorization must be provided.

Please check the appropriate box:

- I am the person who is the subject of the certificate;
- I am a parent of the person who is subject to the certificate;
- I am a custodial guardian; (If you are a custodial guardian, a copy of guardianship papers is required)
- Subject is deceased. If subject is deceased please provide the date of death, the place of death and the applicant's relationship to the subject (deceased).

Date of Death: _____ / _____ / _____
Month Day Year

Place of Death: _____, Manitoba
City / Town

Relationship to deceased: _____ (*Must be next-of kin)
**Mother, Father, Sister, Brother, Daughter, Son, Spouse, Common-law Partner*

I, _____, hereby authorize Express Legal to request one or more
Print / Type Name of Applicant
Certificates of Birth from the Manitoba Vital Statistics Agency on my behalf. I further authorize Express Legal to correspond in writing or orally with the Manitoba Vital Statistics Agency with respect to this application.

Date: _____ / _____ / _____
Month Day Year

Signature: _____
Signature Must Be Provided



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: manitoba@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.**