

APPLICATION FOR A BIRTH CERTIFICATE



**Information
Services
Corporation**

Vital Statistics

1301 - 1st Avenue
Regina, Saskatchewan, S4R 8H2
Telephone: 306-798-0641
Toll Free: 1-866-275-4721
Fax: 306-787-2288

**THE FOLLOWING MUST BE COMPLETED WITH INFORMATION
PERTAINING TO THE REQUIRED BIRTH CERTIFICATE**

SURNAME (MAIDEN name if certificate is for a Married Woman) Given Name(s)	Sex	Quantity	Type
			Short Form (\$25 each)
Date of Birth Month Day Year Place of Birth , SASKATCHEWAN			Long Form (\$25 each)
SURNAME of Father Given Name(s) Place of Birth			Certified Photocopy of Registration (\$50 each)
MAIDEN SURNAME of Mother Given Name(s) Place of Birth			Genealogical Photocopy (\$50 each)
SURNAME OF OTHER PARENT Given Name(s) Place of Birth			
SURNAME OF OTHER PARENT Given Name(s) Place of Birth			

For Office Use Only

THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE BIRTH CERTIFICATE

Name (please print)	
Address (Number/Street/Apt. Number/Rural Route/Box Number)	
Community, Province/State, Country	Postal/Zip Code
Home Phone Number	Work Phone Number
Reason Why Certificate(s) is (are) required	Relationship to person named on certificate(s)
Certificates to be: <input type="checkbox"/> Priority Service <input type="checkbox"/> Mailed <input type="checkbox"/> Picked Up	Office use only: Date picked up:
Signature of Applicant X _____	Date Signed _____

PAYMENT METHOD (see reverse for applicable fees)

<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Debit	
Credit Card#	Name on credit card
Expiry date	Amount Enclosed/Authorized \$
Signature of cardholder X _____	

IMPORTANT INFORMATION

Complete all sections in full. An application with incomplete information must be accompanied by a written explanation for the omission.

You must sign and date the application.

IDENTIFICATION REQUIRED

The person applying for the certificate **MUST** provide legible photocopies of documents confirming his or her identity.

Acceptable documents are:

One piece of government-issued photo identification **OR Two pieces** of identification - one of which must contain your signature.

Examples: Photo Driver's Licence
Certificate of Indian Status
Passport
Canadian Citizenship Card

Examples: Birth Certificate
Health Services Card

CERTIFICATES OF BIRTH

Fee - \$25.00 (No GST)

The certificate contains information extracted from the original registration. Certificate size is 12.5 cm x 17.6 cm

Short Form - Name, date of birth, place of birth, age, sex, registration number and registration date.

Long Form - Same information as Short Form plus parents' names and places of birth.

CERTIFIED PHOTOCOPY OF THE ORIGINAL REGISTRATION

Fee - \$50.00 (No GST)

A certified photocopy of a Registration of Birth contains all the information that appears on the original registration.

GENEALOGICAL PHOTOCOPY

Fee - \$50.00 (No GST)

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".

SEARCH FEE

Fee - \$25.00 for each
search period of three
consecutive years or less

The fee for each search of the indexes for the Registration of Birth and the issue of a certificate respecting the registration of live birth or a report of the search includes a three-year record search. *Fees are subject to change.*

PRIORITY SERVICE

Fee - \$30.00

Certificates or copies of the registration will be issued **within 24 hours** after receiving the application(s) for existing registered events. For unregistered events, certificates will be issued within 24 hours following the registration. The requested documents will be sent by courier to the applicant. ISC is not responsible for delays in shipping. Documents are also available for pick-up during regular business hours in Regina only. The Priority Service fee is charged on a per order basis in addition to the cost of requested documents.

METHOD OF PAYMENT

- **Do not send cash.** It is against postal regulations to send cash through the mail.
- Payments by **Cheque or Money Order** should be made payable to **Information Services Corporation.**
- Persons living outside of Canada should obtain a **Canadian Money Order.**
- **VISA** and **MASTERCARD** are accepted.