



40 Pleasant Blvd., Suite 100  
 Toronto, Ontario M4T 1K1  
 TEL: (416) 96-BIRTH  
 TOLL-FREE: (877) 663-6606  
 FAX: (416) 962-2968

# Price List

**AB**

Date \_\_\_\_\_

**Please complete the form below to receive your certificates and information.**

<i>Applicant's Name - Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Street Number</i>	<i>Street Name</i>	<i>Apt. No.</i>
<i>City, Town or Village</i>	<i>Province</i>	<i>Postal Code</i>
<i>Phone Number</i>	<i>E-Mail Address</i>	

**Government Fees**

- Any Certificate ..... \$ 40.00 \$ \_\_\_\_\_
- Government Handling Fee ..... \$ 21.40 \$ \_\_\_\_\_

**Certificates Express Ltd. Fees**

- Regular Service ..... \$ 39.95 \$ \_\_\_\_\_
- Processing ..... \$ 20.00 \$ \_\_\_\_\_
- Delivery ..... \$ 30.00 \$ \_\_\_\_\_
- G.S.T. (Regular Service) ..... \$ 6.30 \$ \_\_\_\_\_

**Certificates Express Ltd. Fees**

- Rush Service ..... \$ 99.95 \$ \_\_\_\_\_
- Processing ..... \$ 20.00 \$ \_\_\_\_\_
- Delivery ..... \$ 30.00 \$ \_\_\_\_\_
- G.S.T. (Rush Service) ..... \$ 10.50 \$ \_\_\_\_\_

\$

**Total Payment** .....

**Terms and Conditions:**

1. Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
2. Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
3. Where required, all forms must have an authorized guarantor in order to process.
4. Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
5. The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
6. "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
7. Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT: a) Payments by Visa, Mastercard, PayPal, other. b) All payments and transactions are final. c) The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request. d) "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees. e) "CEL" service fee is over and above any applicable government fees. f) Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt. g) The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval. h) The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on behalf of the applicant.
8. "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met: a) The service is offered by the jurisdiction in charge of the certificate being requested. b) Where required, a valid guarantor must be available for confirmation — this is a government requirement. c) All government terms and conditions must be met. d) The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents. e) Government holidays and closures for any reason(s) voids Urgent Service. f) In some cases, proof of urgency must be provided. Please contact us for more information.
9. "CEL" provides Regular Service when the following terms and conditions are met: a) Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction. b) Any time frame quoted regarding the receipt of requested documents is an estimation, **not a guarantee**. c) In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction. d) All other terms and conditions apply.
10. All applicants must be registered at their municipal registry office to be eligible for a birth certificate. Please note that there is a minimum three-month processing time for provincial records to reflect the municipal registration.

**Payment:**     Visa         Mastercard         PayPal         Other (specify): \_\_\_\_\_

*Name of Cardholder* \_\_\_\_\_ *Signature of Cardholder* \_\_\_\_\_

*Card Number* \_\_\_\_\_ *Expiry Date (Month/Year)* \_\_\_\_\_

## Application for Certificate / Documents - Vital Statistics

**PRINT CLEARLY - This information will be used to mail your documents.**  
**All areas of this section must be completed.**

### IMPORTANT INFORMATION TO AVOID DELAYS

- This application **must** be returned to Registry Connect.
- Read all instructions carefully before filling in this form.
- Make sure you are eligible to apply - see the opposite page.
- Information must be as complete as possible. Attach a written explanation if you cannot provide the information required in the applicable section(s).
- If any relevant part of the application is left blank, it will be returned to you by mail for completion.
- If a record or event cannot be found, a search for a three-year period is carried out automatically and the applicant will be notified.

Full Name of Applicant		Phone No. <i>(during the day)</i>
Mailing Address	Street	Apartment No.
City / Town / Village		Province / Country
		Postal / Zip Code
If Company, Attention of		Your Reference No. <i>(if applicable)</i>
Reason Certificate Required		
Type of Identification <i>(attach photocopy)</i>		Identification No.
State Your Relationship to Person Named on Certificate		
Signature of Applicant		Date Signed
<b>X</b>		

			Type	Quantity
<b>BIRTH</b>	Last Name <i>(give MAIDEN name if certificate is for a married woman)</i>	Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Small
	Date of Birth	Place of Birth <i>(city, town or village)</i>	Name of Hospital Where Birth Occurred	
	Month by name   Day   Year	Only Births that occurred in Alberta		
	Last Name of Father		Given Names	Birthplace of Father
			Photocopy of Registration	
	Maiden Name of Mother	Known by any Other Last Name	Given Names	Birthplace of Mother
			Search Letter	

<b>MARRIAGE</b>	Last Name of Groom		Given Names	Birthplace of Groom		Certified Small	
	Last Name of Bride <i>(prior to this marriage)</i>		Given Names		Birthplace of Bride		Certified Large
	Date of Marriage		Place of Marriage <i>(city, town or village)</i>				Photocopy of
	Month by name   Day   Year	Only Marriages that occurred in Alberta				Search Letter	

<b>DEATH</b>	Last Name of Deceased		Given Names		Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Certified Large
	Date of Death		Place of Death <i>(city, town or village)</i>				Photocopy of Registration
	Month by name   Day   Year	Only Deaths that occurred in Alberta				Marital Status	
	Usual Residence of Deceased Prior to Death <i>(province / country)</i>		Date of Birth		<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Medical Certificate (Restricted)
							Search Letter

<b>STILLBIRTH</b>	Last Name		Given Names		<input type="checkbox"/> Male <input type="checkbox"/> Female	Photocopy of Registration	
	Date of Stillbirth		Place of Stillbirth <i>(city, town or village)</i>		Name of Hospital Where Stillbirth Occurred		Medical Certificate (Restricted)
	Month by name   Day   Year	Only Stillbirths that occurred in Alberta					
	Last Name of Father		Given Names		Birthplace of Father		
							Search Letter
	Maiden Name of Mother	Known by any Other Last Name	Given Names		Birthplace of Mother		

REG 3317 (Rev. 2005/01)

Date: \_\_\_\_\_

To Whom It May Concern:

I, the undersigned, hereby authorize \_\_\_\_\_ of  
CERTIFICATES EXPRESS LTD. to apply for and receive a copy of my  
\_\_\_\_\_ certificate.

Signed,

Sign: \_\_\_\_\_

Print: \_\_\_\_\_