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 Toronto, Ontario M4T 1K1
 TEL: (416) 96-BIRTH
 TOLL-FREE: (877) 663-6606
 FAX: (416) 962-2968

Invoice

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

You are entitled to receive one Certificate and one Certified Copy (there is a charge for each Certificate)

- Certificate (includes basic information such as name, date and place of event) \$ 15.00 \$ _____
- Long Form (includes all registered information, including signatures) \$ 22.00 \$ _____
- Confirmation Letter (a letter providing results of a search of government records) \$ 15.00 \$ _____
- Urgency Service \$ 15.00 \$ _____

Certificates Express Ltd. Fees

- Urgency Service \$150.00 \$ _____
- G.S.T. (Urgency Service) \$ 10.50 \$ _____
- Regular Service (10 to 30 days delivery **NOT** guaranteed) \$ 39.95 \$ _____
- G.S.T. (Regular Service) \$ 2.80 \$ _____
- Expedited Filing Fee (Regular service only, includes GST) \$ 16.05 \$ _____
- Processing (each certificate requested, includes GST) \$ 26.75 \$ _____
- Delivery (includes GST) \$ 25.45 \$ _____

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, debit card, 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) _____

Delivery on REGULAR service is estimated at 10 to 30 days. We CANNOT guarantee this delivery schedule.

1. To be mailed to:

Your name (First name)		(Middle name)	
(Last name)			
Street number and name			Apartment
City, town or village	Province	Postal Code	

You can only use this form to get certificates for marriages or deaths that happened in Ontario. We keep records of marriages for 80 years and deaths for 70 years. If you need older records, contact the Archives of Ontario. You can find more information on the opposite page.

Please PRINT clearly in blue or black ink and sign Section 4.

If you have any questions, please contact the Office of the Registrar General at 1-800-461-2156 or 1-416-325-8305.

2. What document(s) do you want?

Please read the opposite page to find out if you're entitled to receive the information you're asking for.

 Marriage Certificate

Name of Groom (Last name)		(Middle name)	(First name)
Name of Bride (Last name before marriage)		(Middle name)	(First name) Any other last name used
Date of Marriage Day Month Year		Place of Marriage (City, Town, or Village) Ontario	
How many copies of each type of certificate do you want? Print number in the appropriate box. (there is a charge for each certificate.)			
<input type="checkbox"/> Certificate (includes basic information, such as name, date and place of marriage)	<input type="checkbox"/> Long form (contains all registered information, including signatures)	<input type="checkbox"/> Marriage letter (usually needed to get married in some countries)	

 Death Certificate

Name of Deceased (Last name)		(Middle name)	(First name)
Date of Death Day Month Year		Place of Death (City, Town, or Village) Ontario	
		Age	Sex
If the person was married or in a common-law or same-sex relationship, name of spouse or partner (Last name before marriage) (Middle name) (First name)			
Father's Name (Last name)		(Middle name)	(First name)
Mother's name (Last name before marriage)		(Middle name)	(First name)
How many copies of each type of certificate do you want? Print number in the appropriate box. (there is a charge for each certificate.)			
<input type="checkbox"/> Certificate (includes basic information, such as name, date and place of death)	<input type="checkbox"/> Long form (contains all registered information, including signatures)		

3. Fees and Payment?

Please read the *Fees and Payment* section on the opposite page to find out how much you have to pay.

How are you paying?				Total amount enclosed \$
<input type="checkbox"/> Cheque or money order.	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	
<input type="checkbox"/> Please make payable to: Minister of Finance OR				
Name of cardholder (Last name)		(Middle name)	(First name)	
Signature of cardholder X		Card Number	Expiry date (m/y)	

4. Important information and signature

By signing below, you are stating that you are entitled to, and authorize the Office of the Registrar General to issue, the requested information.

If you have asked someone to obtain the information on your behalf, print the person's name here
(Last name) (Middle name) (First name)

Why are you requesting this certificate?		What is your relationship to the person named on the certificate? <input type="checkbox"/> self <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> other; specify	
Signature of entitled person X		Date Signed Day Month Year	Home telephone number () ()
			Work telephone number () ()

OFFICE OF THE REGISTRAR GENERAL

STANDARD THIRD PARTY AUTHORIZATION FORM

(Where someone other than an authorized representative is submitting an application, or picking up documents, a completed Third Party Authorization/Consent form MUST accompany the application).

I, _____ (name of applicant), authorize _____
of Certificates Express Ltd. (name of representative/organization
representing applicant) to apply/pick-up a _____
(name of document), on my behalf.

I understand that I am hereby sharing my personal information with a third party, and that the Office of the Registrar General does not and will not assume any responsibility or liability for the misuse of my personal information by the third party representative I have authorized to act on my behalf.

Signature

Date