



Name of Applicant: \_\_\_\_\_ Method of payment (must accompany application):  
Cash/Debit Card  Cheque  Account   
Mailing Address: \_\_\_\_\_ Visa  MasterCard  Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
City/Province: \_\_\_\_\_ Postal/Zip code \_\_\_\_\_  
Phone.: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Relationship to person named on certificate: \_\_\_\_\_

Specific reason certificate is required:

If BIRTH certificate required, complete this section (PLEASE PRINT)

Last name(give maiden name if certificate is for a married woman): \_\_\_\_\_  
Male   
Given names: \_\_\_\_\_ Female  Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month (written out) day year  
Place of birth (city, town or village) \_\_\_\_\_, PRINCE EDWARD ISLAND  
Last name of Father: \_\_\_\_\_ Given names: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Maiden Name of mother: \_\_\_\_\_ Given names: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Type: Wallet  Framing  Certified Copy  Search

If MARRIAGE certificate required, complete this section (PLEASE PRINT)

Last name of groom: \_\_\_\_\_ Given names: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Last (maiden)name of bride: \_\_\_\_\_ Given names: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Date of marriage: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of marriage (city/town/village): \_\_\_\_\_, PEI  
Month (written out) Day Year

Type: Wallet  Framing  Certified Copy  Search

If DEATH certificate(s) required, complete this section (PLEASE PRINT)

Surname of deceased: \_\_\_\_\_ Given names: \_\_\_\_\_  
Male   
Date of death: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Female  Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month(written out) Day Year Month(written out) Day Year  
Place of death: \_\_\_\_\_, PEI Usual Residence prior to death: \_\_\_\_\_  
Marital Status: Single  Married  Widow  Divorced

Type: Certificate of Death  Search

X \_\_\_\_\_  
Signature of applicant Date of application

FOR OFFICE USE ONLY  
Receipt No. \_\_\_\_\_ Invoice No. \_\_\_\_\_ Certificate typed by: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Registration Date: \_\_\_\_\_ Registration No. \_\_\_\_\_ Certificate No. \_\_\_\_\_ Fee Chg'd: \_\_\_\_\_

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: \_\_\_\_\_

## **Terms and Conditions**

1. **CONFIDENTIALITY AGREEMENT**  
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.

**Sign Here:** \_\_\_\_\_