

APPLICATION FOR A BIRTH CERTIFICATE



**Information
Services
Corporation**
OF SASKATCHEWAN

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)
BIRTH SURNAME of Father	Given Name(s)		Certified Photocopy of Registration (\$50 each)
BIRTH SURNAME of Mother	Given Name(s)		Genealogical Photocopy (\$50 each)

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"/> Same Day Service <input type="checkbox"/> Mailed <input type="checkbox"/> Picked Up	Office use only: Date picked up:
THE FOLLOWING PERSONAL IDENTIFICATION HAS BEEN PROVIDED <small>(see reverse for types of ID required)</small>	Document: _____ Number: _____ Document: _____ Number: _____
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	
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
Social Insurance 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.*

SAME-DAY ISSUING FEE

In addition to the certificate fee(s), a \$30.00 fee is payable if the applicant requests that the application be processed the same day that it is received in the office. On such a request, certificates will be available for pick-up that same day during regular office hours (8:00 am to 5:00 pm), or will be forwarded by the next available courier service.

Same-day issuing does not guarantee same-day delivery.

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 an **International Money Order.**
- **VISA** and **MASTERCARD** are accepted.