

# Application for Birth Certificate

Please read important instructions on the reverse before completing this application  
Each section must be **FULLY** completed

ID REQUIRED TO OBTAIN BIRTH CERTIFICATE

<b>1</b>	Name		
	Mailing Address		
	Address (con't)	City & Province	Postal Code
	Home Telephone	Bus. Telephone	Fax No. (if Applicable)
	State your relationship to the subject named on the birth certificate you are requesting Self (you must be at least 16 years of age) <input type="checkbox"/> Father or Other Parent <input type="checkbox"/> Mother (if child is under 19 years of age) <input type="checkbox"/> (if child is under 19 years of age) Other (please specify) <input type="checkbox"/> _____		<b>FOR OFFICE USE ONLY</b>
	Signature of Applicant		
Please check only one of the following I will pick up the certificate, <input type="checkbox"/> or Send certificate by mail <input type="checkbox"/>			

<b>2</b>	<b>CONSENT</b>	If you are not the subject named on the birth certificate requested (or if you are a parent applying for your adult child's birth certificate - child 19 years of age or over), written consent is required. Please ensure that this section is signed by the subject named on the birth certificate or that a signed and dated letter of consent is provided with your application.
	I, _____, authorize that my birth certificate be issued to the applicant stated above. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>_____ Subject named on birth certificate</span> <span>_____ Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>_____ Signature of subject of birth certificate</span> <span>_____ Date</span> </div>	

<b>3</b>	<b>BIRTH INFORMATION</b>	Surname at birth	All given names	Female <input type="checkbox"/>
	Date of birth	Place of Birth (city or town)	<b>NL</b>	
	Month      Day      Year	Surname of father/other parent (Given names)		
	Birth surname of mother/other parent (Given names)			
	Certificate required:      Long form <input type="checkbox"/> Short form <input type="checkbox"/> <b>*Note: short form will be issued if neither is specified. Short form does not contain parent's names</b>			
	Is this person deceased?      Yes - proof of death must be attached <input type="checkbox"/> No <input type="checkbox"/>			

<b>4</b>	<b>FOR OFFICE USE ONLY</b>		<b>Initials</b>	<b>Date</b>	Record no.
	Search				Date of registration
	Second Search				Certificate no.
	Issued				File no.
	Acceptable ID presented?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Entitled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt no.
					Amount received
				Refund	

<b>5</b>	<b>METHOD OF PAYMENT</b>
	CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> EXPIRY DATE: _____ CREDIT CARD NUMBER _____      SIGNATURE _____

**PRIVACY NOTICE**

Personal information contained on this form is collected under the authority of the Vital Statistics Act, 2009. The Information provided will be used to fulfill the requirements of the Vital Statistics Act, 2009 for the release of birth Information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client representative at your nearest Government Service Centre.

### Who is entitled to apply for a Birth Certificate?

- You, if you are the subject of the birth certificate. You must be at least sixteen years of age.
- A parent of a child (as established by registration documents or by court documents) until the child reaches the age of 19 years or if the child is incapable because of mental incapacity.
- A custodial guardian (if no parent is capable). Proof of guardianship is required.
- A person with written authorization from one of the above.
- A person with a court order.
- A person who requires it to comply with a specific Act or Regulation - proof is required.
- When the individual is deceased (proof of death is required):
  - the following person; a spouse, cohabitating partner, adult child, parent or adult sibling of the deceased.
  - the executor, trustee or administrator of the estate; or
  - a person with written authorization from one of the above.

### Short form birth certificates include the following information:

FULL NAME of the INDIVIDUAL, DATE OF BIRTH, PLACE OF BIRTH, SEX, REGISTRATION NUMBER, REGISTRATION DATE, and DATE ISSUED.

**A long form birth certificate** contains all information on the short form certificate and also contains the parents' names.

Certificates contain information extracted from the original registration filed in our office.

### Identification

Any person applying for a certificate is required to present acceptable identification - one piece of photo ID or two pieces of other ID, at least one of which contains their signature or address. A person who has written authorization to apply for or pick up someone else's certificate is required to present their own ID. Persons applying by mail or fax are required to submit photocopies of their ID documents.

### To avoid delay

Complete the appropriate sections in full. **(All requests with incomplete information must be accompanied by a written explanation for the omission.)**

Payment must be enclosed with the application and can be either by cheque or money order (Canadian Funds) payable to the Newfoundland Exchequer Account.

Be sure your address and telephone number are correct and are clearly printed.

**Please indicate whether you wish to receive your certificate by mail or will pick it up.**

### Service is available at the following Government Service Centre locations:

#### Government Service Centres

##### ST. JOHN'S OFFICE

5 Mews Place  
P. O. Box 8700  
St. John's, NL A1B 4J6  
Telephone: (709) 729-3308  
Facsimile: (709) 729-0946

##### HARBOUR GRACE OFFICE

P. O. Box 512  
7-9 Roddick Crescent  
Harbour Grace, NL A0A 2M0  
Telephone: (709) 945-3106/3107  
Facsimile: (709) 945-3114

##### CLARENVILLE OFFICE

8 Myers Avenue  
Clarenville, NL A5A 1T5  
Telephone: (709) 466-4061/4068  
Facsimile: (709) 466-4070

##### GANDER OFFICE

Fraser Mall, 230 Airport Blvd.  
P. O. Box 2222  
Gander, NL A1V 2N9  
Telephone: (709) 256-1420  
Facsimile: (709) 256-1438

##### GRAND FALLS-WINDSOR OFFICE

3 Cromer Avenue  
Grand Falls-Windsor, NL A2A 1W9  
Telephone: (709) 292-4348/4206  
Facsimile: (709) 292-4528

##### CORNER BROOK OFFICE

133 Riverside Drive, Noton Bldg.  
P. O. Box 2006  
Corner Brook, NL A2H 6J8  
Telephone: (709) 637-2387/2389/2490  
Facsimile: (709) 637-2905

##### HAPPY VALLEY-GOOSE BAY OFFICE

2 Tenth Street  
P. O. Box 3014, Strn. "B"  
Happy Valley-Goose Bay, NL A0P 1E0  
Telephone: (709) 896-5428/5430  
Facsimile: (709) 896-4340

##### MARYSTOWN OFFICE

1 Harris Drive  
P. O. Box 698  
Marystown, NL A0E 2M0  
Telephone: (709) 279-0837  
Facsimile: (709) 279-8031

##### STEPHENVILLE OFFICE

35 Alabama Drive  
Stephenville, NL A2N 3K9  
Telephone: (709) 643-8650/8635  
Facsimile: (709) 643-8654

##### ST. ANTHONY OFFICE

Viking Mall  
P. O. Box 28  
St. Anthony, NL A0K 4S0  
Telephone: (709) 454-8833  
Facsimile: (709) 454-3206

##### LABRADOR CITY OFFICE

118 Humphrey Road  
Labrador City, NL A2V 2J8  
Telephone: (709) 944-5859  
Facsimile: (709) 944-5630

website: <http://www.gs.gov.nl.ca/gs/vs/>  
e-mail: [vstats@gov.nl.ca](mailto:vstats@gov.nl.ca)