

IMPORTANT INFORMATION - VSA FORM 11

Documents can only be issued for births that occurred in P.E.I.

WHO CAN APPLY FOR BIRTH CERTIFICATES/COPY OF BIRTH REGISTRATION:

- The person named in the certificate.
- A parent whose name appears on the registration from which the certificate is to be issued.
- A spouse of a person whose name appears on the registration from which the certificate is to be issued.
- A person on the authorization in writing of the person named in the certificate, or of the parents or spouse of the person named in the certificate.
- A lawyer acting for the person named in the certificate or for the parents or spouse of the person named on the certificate.
- A person on the order of the court; a public officer who requires it in the discharge of official duties; or a person on the authority in writing of the Minister.

INFORMATION PROVIDED ON DOCUMENTS:

Certificates contain information extracted from the original, legal registration filed at the time of birth.

Standard Birth Certificate	Detailed Birth Certificate	Certified Copy of Live Birth Registration
Full Name of the Individual Date of Birth Place of Birth Sex Registration Number Date of Registration Date certificate is issued	The same information that appears on a Standard Birth Certificate, and also Parent information (if contained on registration): Mother's Name and her Place of Birth Father's Name and his Place of Birth. Note: A detailed birth certificate is recommended for minor's (under age 16).	The information that appears on the original (legal) Registration of Birth. It is a photocopy of the registration on to certified copy paper. Note: These are most commonly required for international purposes. Certified copies are not used for identification: they do not substitute as a birth certificate.

TO AVOID DELAY:

- Ensure that you are authorized to make the request (Who can apply - above)
- Complete the application in full (PLEASE PRINT)
- Enclose the correct fee (Canadian Funds)
- Ensure that your phone number and address are correct and clear
- Ensure **All** given names of parents are included (initials not acceptable)

FEES: Every person who **submits** an application for service must pay the prescribed fee at the time of request. Applicants who do not provide complete information, do not meet eligibility requirements, or choose to cancel their application at a later date will not be refunded.

(a)	Birth - Standard	-	\$ 25	
(b)	Birth - Detailed	-	\$ 35	
(c)	Certified Copy of Birth Registration	-	\$ 35	
(d)	Expedited Service (2 business days)	-	\$ 50	(does not include certificate or courier fees)
(e)	Emergency Service (same day)	-	\$100	(does not include certificate)

*Post dated cheques are not accepted. An additional \$30 fee will be charged for NSF cheques.

TYPE OF SERVICE:

Regular Service	Expedited Service (Certificates Only)	Emergency Service (Certificates Only)
Processing time: Varies (generally 5 business days) Delivery method options: - Regular mail* - Courier (at client request and expense) *Pick up IS NOT AVAILABLE on regular service requests <i>The Vital Statistics Office is not responsible for delays or lost items by Canada Post.</i>	Processing time: 2 business days Delivery method options: - *Pick up at 126 Douses Road, Montague (Monday through Friday) - Courier (at client request and expense) - Regular mail <i>*Documents not picked up on the date specified (where prior arrangements have not been made) will be placed in regular mail the following day.</i>	Processing time: Same day of request (minimum two hours notice required) or less than two business days Delivery method: Pick up Only (Montague)

Office Location and Contact Information

Office location: 126 Douses Road, Montague, PEI
 Mailing address: PO Box 3000, Montague, PE C0A 1R0
 Telephone: Toll Free within Canada 1 (877) 320-1253 or (902) 838-0880 Fax: (902) 838-0883
 Email address: ysmontague@gov.pe.ca Web: www.gov.pe.ca/vitalstatistics