



# VITAL STATISTICS DIVISION

## DEATH CERTIFICATE APPLICATION

**Office Use Only:**  
 Registration #:  
 Completed:  
 Certificate #  
 Receipt #  
 Issue Date:

**APPLICANT'S INFORMATION – PLEASE PRINT**

Surname		First and Other Given Names	
Mailing Address (Civic # or PO Box)			
City/Town	Province/State	County	Postal Code
Daytime Contact Number		Email Address	
Applicant's Signature		Date (MMDDYY)	

**DEATH CERTIFICATE DETAILS**

Date of Death	Month	Day	Year	Place of Death – Specify the name of City/Town	Province <b>PRINCE EDWARD ISLAND</b>
Surname			All Given Names		
Date of Birth	Month	Day	Year	Usual Residence Prior to Death	
Marital Status				F <input type="checkbox"/> Female      M <input type="checkbox"/> Male      X <input type="checkbox"/> Non-Binary	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/> Divorced					

**YOUR RELATIONSHIP TO THE BIRTH EVENT**

<input type="checkbox"/> Self <input type="checkbox"/> Mother/Parent <input type="checkbox"/> Father/Parent <input type="checkbox"/> Other – Please indicate Relationship
Reason certificate required: <p style="text-align: center;"><b>Only parents, brother, sister, children or spouse of deceased may obtain a Death Certificate – with Cause          Or Certified copy of Registration of Death (Proof of Relationship must be provided)</b></p>

**CERTIFICATES REQUESTED, FEES AND PAYMENT METHOD – Please indicate types and # of certificates requested      Total Qty.Fee(s)**

<input type="checkbox"/> Long Form		\$35.
<input type="checkbox"/> Long Form With Cause (Please see note 1(b) on reverse side of form for eligibility requirements)		\$50.
<input type="checkbox"/> Certified Copy of Registration (Does Not Contain The Cause of Death & Is Not A Certificate)		\$35.
<input type="checkbox"/> Optional Courier Fee – This fee provides expedited shipping of certificate(s). The processing time is not expedited PEI, N.S. & NB - \$11.50      Other Canadian Destinations - \$23.00      Out of Country – Contact Office for Pricing		
<input type="checkbox"/> Rush Service – 24 Business Hours – Pick up in Charlottetown or Montague Office (Does not include the cost of certificate)		\$50.
<input type="checkbox"/> Emergency Service – 2 Business Hours – Pick up in Charlottetown or Montague Offices (Does not include the cost of certificate)		\$100.
<b>Method of Payment</b> (Please <input checked="" type="checkbox"/> box)		
<input type="checkbox"/> Cash (in person at counter only) <input type="checkbox"/> Debit Card (in person at counter only) <input type="checkbox"/> Cheque/Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	<b>Total</b>	
<b>Rush &amp; Emergency Service Can Only Be Provided When The Vital Statistics Office Has Received the Completed Registration of Death</b>		
<b>Payee Information – Complete Section below</b>		
Name as shown on Credit Card, Debit Card, Cheque or Money Order _____		
Signature _____		

Credit Card information to be removed as soon as the credit card payment is processed and the approval number received.



-----OFFICE USE ONLY-----

**PLEASE DO NOT PROVIDE CREDIT CARD NUMBER AND EXPIRY DATE IF PAYMENT IS IN PERSON AT COUNTER.**

## IMPORTANT INFORMATION

### 1) Who is eligible to apply for a Death Certificate?

Death certificates may be released to:

- a) Any person, on applying, furnishing satisfactory information, and paying the prescribed fee.
- b) Death certificates containing Cause of Death, may only be issued to the parents, children, brother, sister or spouse of the deceased. Proof of relationship to the deceased will be required to be provided.

### 2) Certificates contain the following information:

- a) Long Form: Full name of deceased, date of death, place of death, age, gender indicator, marital status, registration number, date of registration, and date of issue.
- b) Photographic Print of Registration: All the information that appears on the original registration, including full name, gender indicator, date of birth, place of birth, registration date, registration number, and date issued, names of parents, birthplaces of parents. (Certified copies are not used for identification, they do not substitute as a death certificate).

**Disclaimer:** The Government of Prince Edward Island cannot guarantee that a Death Certificate with a gender marker "X" will be accepted by organizations in Prince Edward Island or other provincial or federal organizations.

### 3) Certificate sizes:

- a) Long Form dimensions are 21.5 cm wide by 17.5 cm high
- b) Certified photographic Print of Registration dimensions are 21.5 cm wide by 35.5 cm high

### To Avoid Delay

- See Section 1 above to be sure you are eligible to apply
- Be sure your address and contact information are correct and clearly written
- Complete all sections in full. If you have left any of the fields blank, include a letter explaining why.
- It is against postal regulations to send cash through the mail. Payment in Canadian funds should be forwarded by cheque, bank draft, or money order made payable to the Minister of Finance.
- If you are paying by credit card, include the name of the cardholder that appears on the card, mailing address, signature, card number, and expiry date, NOTE: Only Visa and MasterCard are accepted.
- If payee is different from the applicant and payment is being made by debit card, cheque or money order, include name of payee and mailing address.
- Post dated cheques are not accepted. An additional \$30.00 will be charged for NSF cheques.

**Privacy Information:** Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.P.E.I. 1988, Cap. V-4.1, Section 32, as applicable, to fulfill the requirements for registration and release of records and information. If you have any questions about the collection or use of this information please contact Vital Statistics office toll free at 1-877-320-1253

### OFFICE LOCATION & CONTACT INFORMATION

#### Office Locations:

#### Vital Statistics

126 Douses Road, P.O. Box 3000  
Montague, PE COA 1R0

**Phone: 902-838-0880**

**Toll-free: 1-877-320-1253**

**Fax: 902-838-0883**

**Email Address:** [vsmontague@gov.pe.ca](mailto:vsmontague@gov.pe.ca)

**Please mail completed form to:** Vital Statistics Office, P.O. Box 3000,  
Montague, PEI, COA 1R0

You can apply on line - on the website or in person at most Access PEI Sites  
across the Province.

**Web:** [www.gov.pe.ca/vsspublic](http://www.gov.pe.ca/vsspublic)