

APPLICATION FOR BIRTH CERTIFICATE

Please read instructions carefully and print clearly. Incomplete applications WILL NOT be processed.
If boxes marked with an "*" are not filled in, your application is incomplete.

ORDER DETAILS	1 PRODUCT DETAILS					
	Type of Product Requested		*Quantity	Type of Product Requested	*Quantity	
	Short Form Birth Certificate (\$35.00)			Certified Photocopy of Registration of Live Birth (\$55.00)		
Long Form Birth Certificate (\$40.00) (Needed for Passport if 16 and under)			Genealogical Photocopy of Registration of Live Birth (\$55.00)			
BIRTH DETAILS	2 DETAILS OF PERSON NAMED ON CERTIFICATE ["Subject"]					
	3 *Subject's Last Name at Birth	4 *Subject's First Given Name		5 Subject's Second Given Name(s)		
	6 Subject's Current Last Name	7 *Subject's Sex Female Male		8 *Subject's Date of Birth - Month/Day/Year		
	9 *Subject's Place of Birth - City/Town/Village/Other , Saskatchewan		10 Birth Registration Number	11 Sibling Order		
MOTHER'S DETAILS	12 *Mother's Last Name at Birth		13 *Mother's First Given Name		14 Mother's Second Given Name(s)	
	15 Mother's Current Last Name	16 Mother's Date of Birth Month/Day/Year	17 *Mother's Place of Birth - City/Town/Village/Other AND Province/State AND Country			
FATHER'S DETAILS	18 Father's Last Name at Birth (If on Birth Registration)		19 Father's First Given Name		20 Father's Second Given Name(s)	
	21 Father's Current Last Name	22 Father's Date of Birth Month/Day/Year	23 Father's Place of Birth - City/Town/Village/Other AND Province/State AND Country			
OTHER PARENTS' DETAILS	24 Other Parent's Last Name at Birth (If on Birth Registration)		25 Other Parent's First Given Name		26 Other Parent's Second Given Name(s)	
	27 Other Parent's Current Last Name	28 Other Parent's Date of Birth Month/Day/Year	29 Other Parent's Place of Birth - City/Town/Village/Other AND Province/State AND Country			
	30 Other Parent's Last Name at Birth (If on Birth Registration)		31 Other Parent's First Given Name		32 Other Parent's Second Given Name(s)	
	33 Other Parent's Current Last Name	34 Other Parent's Date of Birth Month/Day/Year	35 Other Parent's Place of Birth - City/Town/Village/Other AND Province/State AND Country			
APPLICANT DETAILS MAILING ADDRESS DETAILS	36 THE FOLLOWING MUST BE COMPLETED BY THE PERSON APPLYING FOR THE BIRTH CERTIFICATE ["Applicant"] *A readable photocopy of the Applicant's identification MUST be attached to this Application for Birth Certificate.					
	37 *Applicant's First Given Name		38 Applicant's Second Given Name(s)		39 *Applicant's Current Last Name	
	40 *Mailing Address - Apartment #- Street #- Street Name - P.O. Box				41 If Mailing Address is to a Business, Attention:	
	42 *City/Town/Village/Other		43 *Province/State		44 *Country	45 Postal / Zip Code
	46 Telephone - Home		47 Telephone - Work Cell		48 Email	
	49 *Reason Why Certificate is Requested			50 *Applicant's Relationship to Person Named on Certificate Myself Mother Father Other Parent Other: _____		
	51 *Method of Delivery Requested Mailed Picked Up Urgent Service		52 *Payment Method: CANADIAN FUNDS ONLY Debit or Cash - In Person Only Cheque or Money Order- Payable to eHealth Saskatchewan IF Visa, MasterCard (Complete Payment Information Form and attach to Application)			53 *Payment Amount
	54 *Signature of Applicant			55 *Date Applicant Signed Application - Month/Day/Year		

*A readable photocopy of the Applicant's identification MUST be attached to this Application for Birth Certificate.

Payment Method

Card Number _____	Expiry Date ____/____
Visa MasterCard	
(Excludes Visa and MasterCard Debit)	
Total Amount Enclosed / Authorized \$ _____	
Name on Card _____	Cardholder Signature _____

Payment

- **Do not send cash.** It is against postal regulations to send cash through the mail.
- Persons living outside of Canada should obtain a Canadian money order.
- Payments by Cheque or Money Order should be made payable to “*eHealth Saskatchewan*”. Payments by cheque will be held for 6 business days until Health Registries receives notification from the bank that the cheque has cleared.
- **Urgent Service – Additional Fee of \$30.00** - Where rush service is required for a birth, death, or marriage certificate, clients may be able to request this Urgent Service option. If the application is complete, the information agrees with our records and the event is registered, the order will be processed as soon as possible.
 - In order to request Urgent Service, one of the following criteria must be met.
 - a) Immediate Travel – the client has already booked their holiday. The client must provide proof of the booking (i.e. trip itinerary).
 - b) Emergency Travel – the client must travel due to personal emergency (i.e. family death occurred out of province).
 - You can request your documents be sent by courier or you can pick-up. Documents are available for pick-up during regular business hours in Regina only.
 - When picking up the documents, the following must be provided or the document will not be released:
 - the client must present identification
 - if picking up for someone else, the person picking up the document must have written authorization from the other party; plus identification
 - The Urgent Service fee is \$30.00 and is charged on a per order basis in addition to the cost of the requested documents.

Fees

- **Certificates –\$35.00 or \$40.00**
 - The certificate contains information extracted from the original registration.
- **Certified Photocopies of Registration –\$55.00**
 - A certified photocopy of a registration is a duplicate of the original registration.
- **Genealogical Photocopies of Registration – Fee \$55.00**
 - A genealogical photocopy of a Registration is a duplicate of the original registration and is stamped “For Genealogy Only”.
- **Registration Search – \$25.00 for each search period of 3 or less consecutive years**
 - The fee will be charged if a search of the registry is requested and no product is issued.