# VITAL STATISTICS REQUEST GUIDELINES

July 2009

| TYPE OF REQUEST | DISB. | WCTS FEE |
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| **BIRTH CERTIFICATE OR REGISTRATION OF LIVE BIRTH**<br><br>***Certificates will be mailed back to West Coast Title from Vital Statistics; no pick-up of certificate is permitted.**<br><br>• full legal name of individual (use birth surname, adopted surname or "legally changed" surname)<br>• date and place of birth in BC<br>• full names of both parents (maiden surname of mother)<br>• birthplaces of both parents<br>• What size of certificate? (wallet or large)<br><br>**Priority Service** available (inclusive)<br>– Vital Statistics will send out by courier within 1-2 days | **$27.00 (cert)**<br>**$50.00 (reg'n)**<br><br>$60.00 | **$12.00** application<br>**$25.00** attend<br>**$ 3.50** disburse |
| **MARRIAGE CERTIFICATE OR MARRIAGE REGISTRATION**<br><br>***Certificates will be mailed back to West Coast Title from Vital Statistics; no pick-up of certificate is permitted.**<br><br>• full legal name of groom and his birthplace<br>• full legal name of bride (surname of bride prior to marriage (if bride has been previously married, provide both birth name and previous married surname, if possible)) and birthplace<br>• date and place of marriage<br>• What size of certificate? (wallet or large? Large size is required for Land Title purposes)<br><br>**Priority Service** available (inclusive)<br>– Vital Statistics will send out by courier within 1-2 days | **$27.00 (cert)**<br>**$50.00 (reg'n)**<br><br>$60.00 | **$12.00** application<br>**$25.00** attend<br>**$ 3.50** disburse |
| **DEATH CERTIFICATE**<br><br>***Certificates will be mailed back to West Coast Title from Vital Statistics; no pick-up of certificate is permitted.**<br><br>• legal name , age and sex of the deceased<br>• exact date (yr/mo/day) and place of death<br>• permanent residence of deceased prior to death<br>• place of birth<br><br>**Priority Service** available (inclusive)<br>– Vital Statistics will send out by courier within 1-2 days | **$27.00**<br><br>$60.00 | **$12.00** application<br>**$25.00** attend<br>**$ 3.50** disburse |

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| **WILLS NOTICE SEARCH**<br><br>• legal name of person, including any a.k.a.'s (note: VS will charge for each individual alias)<br>• date and place of birth (place of birth optional)<br>** If no birthdate or age given, the result will automatic be NIL<br>• date and place of death, if applicable<br><br>**24 hour Priority Service** available (in addition to disbursements) | **$20.00**<br>**$5.00** each add'l alias<br><br>$33.00 | **$12.00** application<br>**$25.00** attend<br>**$ 3.50** disburse |
| **CHANGE OF NAME CERTIFICATE**<br><br>***Certificates will be mailed back to West Coast Title from Vital Statistics; no pick-up of certificate is permitted.**<br><br>• same information as required for a Birth Certificate including the new full name of the individual (Note: Wallet size certificate available for an additional $27.00)<br><br>**Priority Service** available (inclusive)<br>– Vital Statistics will send out by courier within 1-2 days | **$27.00**<br><br>$60.00 | **$12.00** application<br>**$25.00** attend<br>**$ 3.50** disburse |

**Who Can Sign Vital Statistics Application Forms?**

- **Birth Certificates:**
  (a) The person who is the subject of the certificate.
  (b) A parent of the person who is subject to the certificate if the subject is less than 19 years of age or incapable.
  (c) A custodial guardian if no parent under (b) is capable (guardianship papers must be provided).
  (d) A person who has written authorization form a person described in (a), (b) or (c) to be issued the certificate.
  (e) An officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties (letter required).
  (f) Any other person who satisfies the Chief Executive Officer concerning the good faith of the person's cause for requiring the certificate (letter required).

  If WCTS is submitting the application form, a "Release Document," signed by the solicitor's client (one of (a) to (f)), must accompany the application (faxed copy is acceptable).

- **Marriage Certificates:**
  (a) Either party of the marriage.
  (b) A person who has written authorization of either party to the marriage.
  (c) Any other person who satisfies the Chief Executive Officer concerning the good faith of the person's cause for requiring the certificate (letter required).

  If WCTS is submitting the application form, a "Release Document," signed by the solicitor's client (one of (a) to (c)), must accompany the application (faxed copy is acceptable).

- **Wills Searches:**
  (a) Any individual, including an agent, can sign as long as proof of death (death certificate) is included with the request.
  (b) If no death certificate is attached, a solicitor can sign.
  (c) We, as agent, can sign and/or submit an originally signed application as long as a "Release Document," signed by the solicitor accompanies the request.

DISCLAIMER - Although we have made every effort to verify the accuracy of this list, West Coast Title Search Ltd. can accept no responsibility for any errors or omissions and expressly disclaims such responsibility.