Application for Birth Certificate

eHealth Saskatchewan

For additional inquiries contact Health Registries at:
vitalstatistics@ehealthsask.ca
http://www.ehealthsask.ca
1-800-667-7551

To speed up processing time, order online at http://www.ehealthsask.ca/vitalstats/births/OrderCertificate

A readable photocopy of the applicant's identification MUST be submitted with this Application

⬤ Saskatchewan Birth Information

Last Name at Birth (the last name at birth or adoptive name unless there has been a legal name change)

Given Name (s)

Date of Birth			Sex		Place of Birth - City, town or village (If rural give land location)	Is this application for someone who is deceased?
Month	Day	Year	☐ Male ☐ Female ☐ Unknown		, Saskatchewan	☐ Yes ☐ No

Mother's Last Name at Birth (use the last name at mother's birth or adoptive name unless there has been a legal name change)

Given Name (s)

Date of Birth			Place of Birth - Canadian Province or Country if born outside of Canada
Month	Day	Year	

☐ **Father** ☐ **Other Parent's last name at Birth**
(note: all parties on the Registration will appear on the Birth Certificate)
(use the last name at birth or the adoptive name unless there has been a legal name change)

Given Name (s)

Date of Birth

Place of Birth - Canadian Province or Country if born outside of Canada

▲ Product

Type of Product Requested

Birth Certificate Disclaimer: eHealth Saskatchewan cannot guarantee that a birth certificate without a sex designation will be accepted by other organizations.

Quantity - MUST BE COMPLETED

☐ **SHORT FORM Certificate $35 (does not include parental information)** - Full Name of the Individual, Date of Birth, Place of Birth, Sex, Registration Number, Date of Registration, Date Certificate is Issued.
   ☐ I do **NOT** want sex displayed on this birth certificate (optional)

☐ **LONG FORM Birth Certificate $40 (includes parental information**) - The same information that appears on the Standard Birth Certificate, and also parent information (if contained on the registration): Mother's Name and her Place of Birth, Father's Name and his Place of Birth.
   Note: A Long Form Birth Certificate is recommended for individuals under age 16.
   ☐ I do **NOT** want sex displayed on this birth certificate (optional)

☐ **Copy of Registration of Live Birth (Not a birth certificate) $55 -** The information that appears on the original (legal) Registration of Live Birth. It is a copy of the registration printed on certified paper. **Note**: These are most commonly required for international purposes. Certified copies are **not usually acceptable** for personal identification.

☐ **Genealogical Copy of Registration of Live Birth $55 -** The information that appears on the original (legal) Registration of Live Birth. It is a copy of the registration printed on certified paper. This applies to births that occurred more than 100 years ago and stamped "For Genealogical Use Only".

◆ Applicant

- the person who is completing this request. As "Applicant" you must provide the information below so you can be contacted if problems arise with this request. This contact information will be used for all correspondence and delivery purposes. Applicant must be 15 years old to apply for own birth certificate **Identification is required to obtain a Birth Certificate.**

Last Name	Given Name (s)

Complete Mailing Address (street name, city, province, state country)	Postal Code

Mailing Address for Certificate (if different from above)	Postal Code

Daytime Phone Number (including area code)	Email Address (optional)

Applicant's Relationship to Person Named on Certificate

☐ Self   ☐ Mother   ☐ Father   ☐ Other Parent   ☐ Other _____

If Other is checked supporting documentation must be included. See 'Who Can Apply for a Birth Certificate' on information page

I solemnly declare that, to the best of my knowledge, the information provided is accurate and that I am eligible to obtain the documents requested.

➡ **X** _____

Applicant's signature (**MANDATORY**)

M	M	D	D	Y	Y	Y	Y

Date of application

eHealth Saskatchewan

Application for Birth Certificate (continued)

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http://www.ehealthsask.ca
1-800-667-7551

A readable photocopy of the applicant's identification MUST be attached to this Application

✉ Delivery Method

Note: Health Registries is not responsible for delays or lost items by Canada Post.

☐ Regular Mail (no additional charge) - delivered by Canada Post

☐ Pick up (no additional charge) Regina location - 2130 11th Ave., Regina, SK

☐ Urgent Service (additional $30) - delivered by Courier

☐ Urgent Service (additional $30) - pick up at Regina location

Note: If urgent service is requested the application must meet urgent service criteria:
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).

Note: If requesting urgent service by courier please pay by Credit Card, Money Order or Certified Cheque.

☐ Regular Courier Service with tracking number (additional $30)

If you do not meet urgent service criteria but wish to have your certificate delivered to you by courier

$ Method of Payment

Note: Payments must be made in Canadian funds.

By Mail:

☐ Cheque / Certified Cheque - payable to eHealth Saskatchewan (orders paid by personal cheque will be delayed until cheque clears the bank)

☐ Money Order - payable to eHealth Saskatchewan

☐ Visa **VISA**   ☐ MasterCard **MasterCard**

(Visa Debit and MasterCard Debit are not accepted)

In person: 2130 11th Ave., Regina, SK

☐ Debit

☐ Cash

Payment Amount _____

| | | | | M | M | Y | Y |

Expiry Date

Cardholder's Name _____

X _____
Cardholder's Signature (**MANDATORY**)

✓ Checklist

☐ I, the applicant, have provided legible photocopy(ies) of my Identification

☐ I have completed all sections of the form

☐ I have signed and dated the Applicant's Declaration

☐ I have included payment matching the product & delivery method selected

☐ I have ensured that the product(s) I've requested are the ones I require

In Person or By Mail:
Health Registries
2130 11th Avenue, Regina, SK, S4P 0J5

By Email:
vitalstatistics@ehealthsask.ca

By Fax:
(306) 787-8951

Information about a Birth Certificate Application

** PROTECT YOUR IDENTITY**
Please remember that it is important to keep your Birth Certificate in a secure location such as a safety deposit box and NOT in your wallet.

● Saskatchewan Birth Information

- If the person named on the certificate is adopted enter the adoptive name of the child and adoptive parents(s) information
- If the application is for a person who is deceased, only a Copy of Registration of Live Birth or Genealogical Copy of the Registration of Live Birth may be ordered.
- An "Other Parent", is a person who is listed and has signed as an "Other Parent" on the Registration of Live Birth.
- All parties on the Registration of Live Birth form (completed at the time of birth) will appear on the Birth Certificate, regardless of the parties on the Application for a Birth Certificate.

▲ Product

- A Saskatchewan Birth Certificate is an extract of a person's birth registration. Sex will be displayed on the birth certificate unless you indicate that you do NOT wish for sex to be displayed.
- eHealth cannot guarantee that a birth certificate with no sex displayed will be accepted by other organizations.
- At a minimum, one product type must be specified however, applicants may order multiple products (a maximum of 3) on the same application provided they are eligible.
- If the subject of the Birth Certificate is adopted the parents' places of birth may not be included on the Birth Certificate.
- If a Genealogical Copy of Registration of Live Birth is requested a search of the Registry may be completed for the birth year provided, the year prior and the year after; if no record is found a $25 search fee may be charged and the remaining payment refunded.

◆ Applicant

- Application must be signed or the request will not be processed.
- All applicants must provide identification as outlined below.
- Applicants who are not named on the Birth Registration must provide supporting documentation such as legal custody documents.

**Please ensure copies of identification are readable. Do NOT send original documents. We are not responsible for any loss or damage that may occur. **

ONE PIECE REQUIRED Government Issued Photo ID		TWO PIECES REQUIRED Other ID
Photo Driver's License		Birth Certificate
Passport		Health Card
Native Status Card	OR	Student ID Card
Citizenship Card		Library Card
Permanent Resident Card		Court Order
		Utility Bill (i.e. SaskPower, SaskEnergy, etc. that displays name and address)
		Bank Statement, Residential Lease, Mortgage Document, Income Tax Statement, Cancelled Cheque, Social Assistance Benefit that displays name and address

- An "Other Parent", is a person who is listed and has signed as an "Other Parent" on the Registration of Live Birth.
- Who can Apply for a Birth Certificate?
    1. The person themselves if 15 years or older.
    2. A mother, father, other parent (as listed on the Registration of Birth) if the birth certificate is for someone who is less than 15 years old.
    3. A legal custodian or personal or property guardian if the birth certificate is for someone who is less than 18 years old. Must be accompanied by a copy of the court order, legal custody agreement or other legal document.
    4. A person who is authorized in writing by the person themselves. Identification from both parties is required.
    5. The personal representative of the estate of the person for whom the birth certificate is required. Must be accompanied by a copy of the will, estate administration letter or court order.
    6. A person who requires a certificate to prove treaty or metis status. Must include a letter from the agency requesting the document or a consent letter if being requested by an agency on behalf of a person who requires the certificate to prove parentage.
    7. Social Services, Child and Family Services Agencies accompanied by a letter on agency letterhead outlining the reason for requesting the certificate.
    8. Any person/organization as directed by a court order.

For more information about who can apply please see ehealthsask.ca

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Information about a Birth Certificate Application

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✉ Delivery Method

- If you are the applicant and would like someone else to pick up your documents you must provide an Authorization Form and a readable photocopy of your identification. See examples of acceptable documents in Application section.
- Once your application has been received in our office, regular processing time is approximately 5 business days. Return mailing time is additional and dependent on Canada Post.

$ Method of Payment

- VISA or MasterCard are the only credit card types that are accepted.
- VISA Debit and MasterCard Debit are only accepted for in person payment.
- Payments must be made in Canadian Funds.
- Personal Cheques will be delayed until cheques clear the bank.
- Cheques and Money Orders must be made payable to eHealth Saskatchewan or they may be returned to the sender.

✓ Checklist

- This form can be submitted via mail, email or fax to Health Registries or in person at eHealth Saskatchewan - 2130 11th Ave., Regina, SK.