

**A readable photocopy of the applicant's identification *MUST* be submitted with this application.**  
**Boxes marked with an \* must be completed.**

## Select Product Required

\* Indicate quantity of each type of product required.

**NOTE: APPLICANTS ARE RESPONSIBLE TO DETERMINE THE TYPE OF CERTIFICATE FOR THEIR NEEDS. EHEALTH SASKATCHEWAN CANNOT GUARANTEE THAT A BIRTH CERTIFICATE WITHOUT A SEX DESIGNATION WILL BE ACCEPTED BY OTHER ORGANIZATIONS.**

### MUST BE COMPLETED

Type (check required type)

☐ **SHORT FORM BIRTH Certificate \$35** Includes full name of the individual, date of birth, place of birth, sex, registration number, registration date.

☐ I do **NOT** want sex displayed on this birth certificate (optional)

☐ **LONG FORM BIRTH Certificate \$40** The same information that appears on the short form birth certificate, and parents' names and birth places, if included on the registration of live birth.

☐ I do **NOT** want sex displayed on this birth certificate (optional)

☐ **COPY OF REGISTRATION OF LIVE BIRTH (Not a birth certificate) \$55** Is a photocopy of the original registration of live birth.

**Note:** These are most commonly required for international purposes and are **not usually acceptable** for personal identification.

### MUST BE COMPLETED

Quantity (indicate number required)




## Saskatchewan Birth Information

* Last Name at Birth			* Given Name(s)		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		* Date of Birth Month   Day   Year		* Place of Birth – city/town/village/rural land location in Saskatchewan	
				* Is this application for someone who is deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Mother's Last Name at Birth			* Given Name(s)		
Date of Birth Month   Day   Year		Place of Birth – Canadian province or country if born outside of Canada			
<input type="checkbox"/> Father <input type="checkbox"/> Other Parent's last name at Birth			Given Name(s)		
Date of Birth Month   Day   Year		Place of Birth – Canadian province or country if born outside of Canada			

## Applicant Information

***This Section Must Be Completed by The Person Applying for the Birth Certificate. Applicants must be 15 years or older to apply for own birth certificate.***

* Given Name(s)		* Last Name	
* Complete Mailing Address for Certificate (street name, city, province, state, country)			* Postal Code
* Daytime Phone Number (including area code)		Email Address	
* Applicant's Relationship to Person Named on Certificate <input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other Parent <input type="checkbox"/> Other _____		If Other is checked supporting documentation must be included. NOTE: 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

Date of Application (MM/DD/YYYY)

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

## Delivery Information

**NOTE: HEALTH REGISTRIES IS NOT RESPONSIBLE FOR DELAYS OR LOST ITEMS BY CANADA POST.**

- ☐ Regular Mail (no additional charge) - delivered by Canada Post (No Tracking Provided)
- ☐ Pick up (no additional charge) in Regina 3<sup>rd</sup> Floor - 2130 11<sup>th</sup> Ave., Regina, SK. Check [eHealthsask.ca](http://eHealthsask.ca) for office hours.
- ☐ Regular Courier Service delivered to an address in Saskatchewan (with tracking number), used if you do not meet urgent service criteria but would like to have your certificate delivered by courier. (Additional \$30)

**Note: For regular courier service to an address outside of Saskatchewan, you will need to make your own arrangements with a courier service. Call our office at 1-800-667-7551 for more information.**

- ☐ Urgent Service Courier delivered to an address in Saskatchewan (Additional \$30)

**Note: For regular courier service to an address outside of Saskatchewan, you will need to make your own arrangements with a courier service. Call our office at 1-800-667-7551 for more information.**

- ☐ Urgent Service Pick Up (Additional \$30)

**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 (e.g. trip itinerary).
- b) Emergency Travel – the client must travel due to personal emergency (e.g. family death)

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

## Payment Information

**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 the cheque clears the bank)
- ☐ Money Order - payable to **eHealth Saskatchewan**
- ☐ VISA / MasterCard
- ☐ VISA Debit / MasterCard Debit

### In Person: 3<sup>rd</sup> floor - 2130 11<sup>th</sup> Ave., Regina, SK

- ☐ Cheque / Certified Cheque - payable to **eHealth Saskatchewan**  
(orders paid by personal cheque will be delayed until the cheque clears the bank)
- ☐ Money Order - payable to **eHealth Saskatchewan**
- ☐ Debit
- ☐ Cash
- ☐ VISA / MasterCard
- ☐ VISA Debit / MasterCard Debit

\*Cardholder's Name (As shown on Card)

\*Cardholder's Signature

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card Number (16 digits)

--	--	--	--

M M Y Y  
Expiry Date

Payment Amount \$ \_\_\_\_\_

☐ VISA 
☐ MasterCard 
☐ Visa Debit 
☐ MasterCard Debit 

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

## Important Information

- ▶ If you are the applicant and would like someone else to pick up your documents, you must provide a completed Authorization Form, available at [eHealthsask.ca](http://eHealthsask.ca), and a readable photocopy of identification of both parties.
- ▶ Our processing times are available at [eHealthsask.ca](http://eHealthsask.ca). This does not include Canada Post mailing time.
- ▶ You can return the completed form to:

**eHealth Saskatchewan**  
**2130 11<sup>th</sup> Avenue**  
**Regina, SK S4P 0J5**

**ALL applicants MUST PROVIDE IDENTIFICATION as outlined below.**

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

<b>** ONE PIECE REQUIRED FROM BELOW LIST</b>		<b>** TWO PIECES REQUIRED FROM BELOW LIST</b>
<b>Government Issued Photo ID</b>		<b>Other ID</b>
Photo Driver's License / SGI Identification Card	<b>OR</b>	Birth Certificate
Passport		Health Card
Native Status Card		Student ID Card
Citizenship Card		Utility Bill (i.e. SaskPower, SaskEnergy, etc. that displays name and address)
Permanent Resident Card		A document that shows your name and address such as a Bank Statement, Residential Lease, Mortgage Document, Income Tax Statement, Cancelled Cheque, Social Assistance Benefit.

### **Who can Apply for a Birth Certificate?**

- The person themselves if 15 years or older.
- A parent (as listed on the Registration of Birth) if the birth certificate is for someone who is less than 18 years old.
- A legal custodian or personal or property guardian. Must be accompanied by a copy of the court order, legal custody agreement or other legal document.
- An individual who is authorized by an eligible person. An authorization form found at [ehealthsask.ca](http://ehealthsask.ca) and a copy of identification of both parties must be included.
- 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.
- A person who requires a certificate to prove Treaty or Metis status. Must include a letter from the agency requesting the document.
- Social Services or Child and Family Services Agencies accompanied by a letter on agency letterhead outlining the reason for requesting the certificate.
- Any person/organization as directed by a court order.

For more information about who can apply please see [ehealthsask.ca](http://ehealthsask.ca)