

**** 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.

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, Birth Certificates are usually processed within six to eight weeks of eHealth receiving your application.

This does not include mailing time.

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.

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● 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	OR	Birth Certificate
Passport		Health Card
Native Status Card		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