

Application for Marriage or Death Certificate

Each section must be **FULLY** completed

Applicant Information

(Please see important information on reverse regarding who is entitled to apply for a marriage certificate and acceptable ID)

1 Name				
Mailing Address		FOR OFFICE USE ONLY		
City & Province	Postal Code			
Home Telephone	Bus. Telephone			Fax No. (if applicable)
Signature of Applicant				Please check only one of the following: I will pick up the certificate, or <input type="checkbox"/> Send certificate by mail <input type="checkbox"/>

If MARRIAGE Certificate(s) required complete this section (please print)

2 Surname Before Marriage		All Given Names	Female <input type="checkbox"/>	Birthplace
Surname Before Marriage		All Given Names	Male <input type="checkbox"/>	Birthplace
Date Of Marriage		Place of Marriage (City or Town)	Female <input type="checkbox"/>	NL
Month	Day	Year	Male <input type="checkbox"/>	
State your relationship to the parties to the marriage				
Self <input type="checkbox"/>		Other <input type="checkbox"/> Specify _____		
<small>Requires Written Authorization From Eligible Applicant (see Reverse For Details)</small>				

3 CONSENT Please see important information on reverse regarding who is entitled to apply for a Marriage Certificate

If you are not one of the individuals named on the marriage certificate requested, written consent is required. Please ensure that this section is signed by either of the parties to the marriage or that a signed and dated letter of consent is provided with your application.

I, _____, authorize that my marriage certificate be issued to the applicant stated above.

Person named on marriage certificate

Signature of person named on marriage certificate

Date

4 If DEATH Certificate(s) required complete this section (please print)

4 Surname of Deceased		All Given Names	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Date of Death		Place of Death (City or Town)	NL	
Month	Day	Year		
Permanent Residence of Deceased Prior To Death			Place of Birth	
State your Relationship to the Deceased			Date of Birth	
			Month	Day

For Office Use Only

5	Initials	Date	Record No.
	Search		Date Of Registration
	Second Search		Certificate No.
	Issued		File No.
	Acceptable ID Presented?	Entitled?	Receipt No.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount Received	
			Refund

6 Method of Payment

Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Expiry Date: _____
Credit Card Number _____			Signature _____		

PRIVACY NOTICE

Personal information contained on this form is collected under the authority of the *Vital Statistics Act, 2009*. The Information provided will be used to fulfill the requirements of the *Vital Statistics Act, 2009* for the release of marriage and death Information. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client representative at your nearest Government Service Centre.

Who is entitled to apply for a marriage certificate?

- Either party to the marriage.
- A person with written authorization from a party to the marriage.
- A person with an order from the Court.
- When both parties to the marriage are deceased (proof of death is required):
 - the children or parents of the deceased party;
 - the executor, trustee or administrator of the estate; or
 - a person with written authorization from one of the above.

Who is entitled to apply for a death certificate?

- Any person may apply for a death certificate.

Identification required

Any person applying for a certificate is required to present acceptable identification - one piece of photo ID or two pieces of other ID, at least one of which contains their signature or address. A person who has written authorization to apply for or pick up someone else's certificate is required to present their own ID. Persons applying by mail or fax are required to submit photocopies of their ID documents.

To avoid delay

Complete the appropriate section in full (All requests with incomplete information must be accompanied by a written explanation for the omission.)

Payment must be enclosed with the application and can be either by cheque or money order (Canadian Funds) payable to the Newfoundland Exchequer Account.

Be sure your address and telephone number are correct and are clearly printed.

Please indicate whether you wish to receive your certificate by mail or will pick it up.

Marriage Certificates

Long form only is available and contains the name of each party to the marriage, date of marriage, place of marriage, registration number, registration date, and date issued.

Death Certificates

Long form only is available and contains the name, date of death, place of death, age, sex, registration number, registration date, marital status and date issued.

Certificates contain information extracted from the original registration filed in our office.

Service is available at the following locations:

Government Service Centres

ST. JOHN'S OFFICE

5 Mews Place
P. O. Box 8700
St. John's, NL A1B 4J6
Telephone: (709) 729-3308
Facsimile: (709) 729-0946

HARBOUR GRACE OFFICE

P. O. Box 512
7-9 Roddick Crescent
Harbour Grace, NL A0A 2M0
Telephone: (709) 945-3106/3107
Facsimile: (709) 945-3114

CLARENVILLE OFFICE

2 Masonic Terrace
Clarenville, NL A5A 1N2
Telephone: (709) 466-4061/4068
Facsimile: (709) 466-4070

GANDER OFFICE

Fraser Mall, 230 Airport Blvd.
P. O. Box 2222
Gander, NL A1V 2N9
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR OFFICE

3 Cromer Avenue
Grand Falls-Windsor, NL A2A 1W9
Telephone: (709) 292-4348/4206
Facsimile: (709) 292-4528

CORNER BROOK OFFICE

133 Riverside Drive, Noton Bldg.
P. O. Box 2006
Corner Brook, NL A2H 6J8
Telephone: (709) 637-2387/2389/2490
Facsimile: (709) 637-2905

HAPPY VALLEY-GOOSE BAY OFFICE

2 Tenth Street
P. O. Box 3014, Stn. "B"
Happy Valley-Goose Bay, NL A0P 1E0
Telephone: (709) 896-5428/5430
Facsimile: (709) 896-4340

MARYSTOWN OFFICE

1 Harris Drive
P. O. Box 698
Marystown, NL A0E 2M0
Telephone: (709) 279-0837
Facsimile: (709) 279-8031

STEPHENVILLE OFFICE

35 Alabama Drive
Stephenville, NL A2N 3K9
Telephone: (709) 643-8650/8635
Facsimile: (709) 643-8654

ST. ANTHONY OFFICE

Viking Mall
P. O. Box 28
St. Anthony, NL A0K 4S0
Telephone: (709) 454-8833
Facsimile: (709) 454-3206

LABRADOR CITY OFFICE

118 Humphrey Road
Labrador City, NL A2V 2J8
Telephone: (709) 944-5859
Facsimile: (709) 944-5630