

Fax Form Back to: 416-640-2650

Immigroup, 1180 Danforth Ave.
Toronto, Ontario M4J 1M3, Canada
www.canadianbirthcertificate.com /
info@canadianbirthcertificate.com
Phone: 416-962-2623
Fax: 416-640-2650

**CANADIAN
CERTIFICATE**

Instructions

1. Fill out your invoice and application and Third Party Authorization Form.
2. Fax all forms back to us at 416-640-2650 – you may use this invoice as a fax cover.
3. Include any letters of authorization or letters explaining your request.
4. Once we have received your application we will call you before filing your request.
5. Receive your certificate by courier.

Return Address (to return your certificate)

Overnight courier within Canada \$30

Overnight courier to a US address \$40

Your FedEx or Purolator account (if applicable –package will be sent at your own expense _____)

Name of Receiver: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Phone Number: (_____) _____ Secondary (_____) _____

Additional Information & Disclaimer

I have read and agreed to the terms and conditions listed on www.immigroup.com/disclaimer.asp. Immigroup is not responsible for documents or passports lost by courier companies or any government office. All fees are not refundable once applications are submitted.

Fees: We accept Visa/Mastercard or bank draft/money order payable to Immigroup.
All Fees include Government Fee, Bank Draft Fee, Services Fee, and GST.

Expedited Service (6-10 day processing) \$188.14

Expedited Service (1-3 day processing) \$288.00

Form of Payment: Visa MasterCard Bank Draft/Money Order

Card Number

Expiration Date

Name on Card

Place your signature here:

Application for / Demande de
**BIRTH CERTIFICATE /
 CERTIFICAT DE NAISSANCE**

1. Please print clearly in blue or black ink. / Prière d'écrire clairement en lettres moulées à l'encre noire ou bleue.
2. See back of form for additional information. / Voir au verso pour des renseignements additionnels.
3. Please complete all sections of this form and submit payment. / Veuillez remplir toutes les sections du formulaire et inclure votre paiement.

Name of Applicant / Nom du demandeur	
Mailing Address / Adresse postale	
City / Ville	
Province	Postal Code / Code postal
Home / Résidence	Telephone / Téléphone Work / Travail
X _____ Signature of Applicant / Signature du demandeur	

BIRTH DETAILS / LES RENSEIGNEMENTS DE LA NAISSANCE

Surname (surname before marriage) Nom de famille (nom de famille avant le mariage)		Given Name(s) / Prénom(s)		Medicare No. N° d'assurance-maladie	
Birth Date / Date de naissance Yr. / Année	Month / Mois	Day / Jour	Sex / Sexe M <input type="checkbox"/> F <input type="checkbox"/>	Place of Birth / Lieu de naissance County / Comté	
Surname of Father / Nom de famille du père		Given Name / Prénom		Father's Place of Birth / Lieu de naissance du père	
Mother's maiden name (surname before marriage) / Nom de jeune fille de la mère (nom de famille avant le mariage)		Given Name / Prénom		Mother's Place of Birth / Lieu de naissance de la mère	
Reason why certificate is required / Raison de la demande de certificat		Type of Certificate / Format du certificat	Small Size / Petit format <input type="checkbox"/>	Large Size / Grand format <input type="checkbox"/>	In English / En anglais <input type="checkbox"/>
			In French / En français <input type="checkbox"/>	NB	

STATE YOUR RELATIONSHIP TO THE PERSON NAMED ON THE BIRTH CERTIFICATE /
 INDIQUEZ VOTRE LIEN DE PARENTÉ AVEC LA PERSONNE INSCRITE SUR LE CERTIFICAT DE NAISSANCE

Self / Moi-même Mother / Mère Father / Père Other / Autre _____
 (State your relationship / Indiquez votre lien de parenté)

<p>CONSENT</p> <p>If you are not the person named on the birth certificate requested or if you are a parent applying for your adult child's birth certificate (child 19 years of age or older), written consent is required. Please make sure that this section is signed by the person named on the birth certificate OR that a signed letter of consent is provided with your application.</p> <p>I _____ authorize that my (Person named on birth certificate)</p> <p>birth certificate be issued to the applicant stated above.</p> <p>Signature : X _____</p> <p>Date : _____</p>	<p>CONSETEMENT</p> <p>Si vous n'êtes pas la personne nommée sur le certificat de naissance ou si vous êtes un parent faisant une demande pour le certificat de naissance de votre enfant adulte (enfant âgé de 19 ans ou plus), le consentement écrit est requis. Assurez-vous que cette section est signée par la personne nommée sur le certificat de naissance OU qu'une lettre de consentement signée est incluse avec votre demande.</p> <p>Je, _____, autorise que mon (Personne nommée sur le certificat de naissance)</p> <p>certificat de naissance soit délivré au demandeur indiqué ci-dessus.</p> <p>Signature : X _____</p> <p>Date : _____</p>
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SNB OFFICE USE ONLY / À L'USAGE DU BUREAU SNB SEULEMENT	Client Waiting at SNB / Client(e) en attente à SNB	Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	VITAL STATISTICS OFFICE USE ONLY / À L'USAGE DU BUREAU DES STATISTIQUES DE L'ÉTAT CIVIL SEULEMENT		
	Send Certificate To / Envoyer le certificat à	SNB <input type="checkbox"/>	Client/ Client(e) <input type="checkbox"/>			Registration Number / Numéro d'enregistrement
	Fax Copy To / Télécopier à	SNB <input type="checkbox"/>	Other Fax # / Autre n° de téléc. # / N°		Date Issued / Date de délivrance	
	SNB Contact Name and Direct Phone Line / Nom du responsable à SNB et ligne téléphonique directe	Name / Nom	Telephone # Téléphone			

Date: _____

To Whom It May Concern:

I, the undersigned, hereby authorize _____ of
CERTIFICATES EXPRESS LTD. to apply for and receive a copy of my
_____ certificate.

Signed,

Sign: _____

Print: _____

Terms and Conditions

1. **CONFIDENTIALITY AGREEMENT**
Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
2. Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
3. Where required, all forms must have an authorized guarantor in order to process.
4. Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
5. The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
6. "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
7. Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT:
 - a. Payments by Visa, Mastercard, debit card, other.
 - b. All payments and transactions are final.
 - c. The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request.
 - d. "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees.
 - e. "CEL" service fee is over and above any applicable government fees.
 - f. Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt.
 - g. The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval.
 - h. The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on behalf of the applicant.
8. "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met:
 - a. The service is offered by the jurisdiction in charge of the certificate being requested.
 - b. Where required, a valid guarantor must be available for confirmation — this is a government requirement.
 - c. All government terms and conditions must be met.
 - d. The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents.
 - e. Government holidays and closures for any reason(s) voids Urgent Service
 - f. In some cases, proof of urgency must be provided. Please contact us for more information.
9. "CEL" provides Regular Service when the following terms and conditions are met:
 - a. Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction.
 - b. Any time frame quoted regarding the receipt of requested documents is an estimation, not a guarantee.
 - c. In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction.
 - d. All other terms and conditions apply.

Sign Here: _____