

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 BIRTH CERTIFICATE OR REGISTRATION PHOTOCOPY

MAILING ADDRESS INFORMATION				SHADED AREAS FOR OFFICE USE ONLY							
<i>NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.</i>				APPLICANT'S CLIENT NUMBER (FOR CORPORATE OR GOVERNMENT CLIENTS)							
SURNAME		GIVEN NAMES									
MAILING ADDRESS											
CITY, PROVINCE/STATE, COUNTRY			POSTAL CODE								
HOME NUMBER (INCLUDING AREA CODE)		WORK NUMBER (INCLUDING AREA CODE)									

BIRTH DETAILS	SURNAME	<i>NOTE: If application is for the birth certificate of a married person, the surname at birth must be provided, not the surname from marriage</i>					
	GIVEN NAMES & SEX	First	Middle Names			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
	DATE & PLACE OF BIRTH	Month (abbreviated)	Day	Year	City	Province BRITISH COLUMBIA	

FATHER DETAILS	SURNAME						
	GIVEN NAMES	First	Middle Names				
	BIRTH PLACE	City	Province/State		Country		

MOTHER DETAILS	SURNAME*	<i>* NOTE: Mother's Maiden Surname (Surname before marriage)</i>					
	GIVEN NAMES	First	Middle Names				
	BIRTH PLACE	City	Province/State		Country		

NUMBER OF SERVICES REQUIRED (see reverse for fee information)

- | | |
|--|---|
| <input type="checkbox"/> Certificate (Small) } regular service - \$27.00 per certificate | <input type="checkbox"/> Registration Photocopy, regular service - \$50.00 per photocopy |
| <input type="checkbox"/> Certificate (Large) } (average 5 to 7 days processing time) | <input type="checkbox"/> Registration Photocopy, rush 24 hour service - \$60.00 per event |
| <input type="checkbox"/> Certificate (Small) } rush 24 hour service - \$60.00 per event | |
| <input type="checkbox"/> Certificate (Large) } | |

NOTE: All services, other than rush services, will be mailed. Rush services are generated within 24 hours of receipt of request, and courier returned.

<p>PAYMENT METHOD</p> <p><input type="checkbox"/> Cheque <input type="checkbox"/> Mail <input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Money Order <input type="checkbox"/> Mail <input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Credit Card (complete Credit Card section on the right)</p> <p>* Interac/Cash payment may be made in person at one of our four offices</p> <p>AMOUNT ENCLOSED \$ _____</p>	<p>CREDIT CARD</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mail</p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Phone _____</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Fax _____</p> <p>Credit Card number: # _____</p> <p>Card holder name as shown on Credit Card _____</p> <p>Expiry date _____</p> <p style="text-align: right;"><i>Card holder signature</i></p> <p><i>NOTE: The additional cost for credit card transactions (\$5.95) is collected as a service fee by VitalChek.</i></p>
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YOUR RELATIONSHIP TO BIRTH

Self Mother Father Spouse Other _____

Reason Certificate Required _____

NOTE: If the above particulars are not completed in full, or if the correct payment per service requested is not enclosed, your request will be returned by mail.

YOUR SIGNATURE (written): _____

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: _____