

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:

VITAL STATISTICS DIVISION
**APPLICATION
FOR SERVICE**

MAILING ADDRESS: PRINT CLEARLY AND SIGN IN THE SPACE PROVIDED FOR SIGNATURE THIS SECTION MUST BE FULLY COMPLETED BY THE APPLICANT			
NAME			
MAILING ADDRESS			
ADDRESS (con't)		CITY & PROVINCE	POSTAL CODE
HOME TELEPHONE	BUS. TELEPHONE	FAX NO. (if applicable)	
SIGNATURE OF APPLICANT		RELATIONSHIP TO PERSON NAMED	
REASON CERTIFICATE IS REQUIRED		<input type="checkbox"/> SEND CERTIFICATE BY MAIL <input type="checkbox"/> WILL PICK UP CERTIFICATE	

IF BIRTH CERTIFICATE(S) REQUIRED COMPLETE THIS SECTION (PLEASE PRINT)			
SURNAME (IF FOR MARRIED WOMAN, STATE BIRTH SURNAME)		ALL GIVEN NAMES	SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
DATE OF BIRTH MONTH DAY YEAR	PLACE OF BIRTH (CITY OR TOWN)	NL	CERTIFICATE REQUIRED: <input type="checkbox"/> LONG FORM <input type="checkbox"/> SHORT FORM <small>*NOTE: Short Form will be issued if neither is specified. Short form does not contain parent's names</small>
SURNAME OF FATHER		(GIVEN NAMES)	
BIRTH SURNAME OF MOTHER		(GIVEN NAMES)	

IF MARRIAGE CERTIFICATE(S) REQUIRED COMPLETE THIS SECTION (PLEASE PRINT)			
SURNAME BEFORE MARRIAGE		ALL GIVEN NAMES	SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
SURNAME BEFORE MARRIAGE		ALL GIVEN NAMES	SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
DATE OF MARRIAGE MONTH DAY YEAR	PLACE OF MARRIAGE (CITY OR TOWN)	NL	BIRTHPLACE

IF DEATH CERTIFICATE(S) REQUIRED COMPLETE THIS SECTION (PLEASE PRINT)			
SURNAME OF DECEASED		ALL GIVEN NAMES	SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
DATE OF DEATH MONTH DAY YEAR	PLACE OF DEATH (CITY OR TOWN)	NL	PLACE OF BIRTH
PERMANENT RESIDENCE OF DECEASED PRIOR TO DEATH		DATE OF BIRTH MONTH DAY YEAR	

FOR OFFICE USE ONLY			
	INITIALS	DATE	RECORD NO.
SEARCH			DATE OF REGISTRATION
			CERTIFICATE NO.
SECOND SEARCH			FILE NO.
			RECEIPT NO.
ISSUED			AMOUNT RECEIVED
			REFUND

METHOD OF PAYMENT	
<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	EXPIRY DATE: _____
CREDIT CARD NUMBER _____	SIGNATURE _____

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: _____