

# FAX

**Date:**

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**Send to:**

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**Fax:**

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**From:** **Certificates Express**

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**Fax:** **(416)962-2968**

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URGENT     REPLY ASAP     PLEASE COMMENT     PLEASE REVIEW     FOR YOUR INFORMATION

**Total pages, including cover: 6**

**Comments:**

Thank you for choosing Certificates Express Ltd. Please ensure the following is completed and signed:

- 1) Government Application Form
- 2) Signed Authorization Letter - This will allow us to act on your behalf
- 3) Signed Terms and Conditions Agreement – this makes sure that you understand what we do and what, if any, limitations there are.
- 4) Signed Credit Card Slip and invoice with the credit card # and the expiry date or any other proof of payment. We cannot proceed until we receive payment.
- 5) If possible, a travel letter or proof of urgency written confirmation must accompany application for Government urgency request.

Once the enclosed forms have been completed, fax them back to us A.S.A.P. Do not hesitate to call us with any questions/concerns. Your attention in this matter is appreciated and thank you for your business.

Regards,

Certificates Express

Please complete the form below to receive your certificates and information.

Applicant's Name - Last Name		First Name	Middle Name
Street Number	Street Name		Apt. No.
City, Town or Village		Province	Postal Code
Phone Number		E-Mail Address / Fax	

### Government Fees

First Birth Certificate (includes basic information such as name, date and place of birth) .....	\$ 25.00	\$ _____
Replacement Birth Certificate .....	\$ 35.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures) .....	\$ 35.00	\$ _____
Replacement Certified Copy .....	\$ 45.00	\$ _____
Marriage/Death Certificate (includes basic information such as name, date and place of event).....	\$ 15.00	\$ _____
Marriage/Death Long Form (includes all registered information, including signatures) .....	\$ 22.00	\$ _____
Urgency Service .....	\$ 30.00	\$ _____

### Certificates Express Ltd. Fees

Urgency Service .....	\$160.00	\$ _____
G.S.T. (Urgency Service) .....	\$ 8.00	\$ _____
Expedited Service .....	\$ 80.00	\$ _____
G.S.T. (Expedited Service) .....	\$ 4.00	\$ _____
Processing (each certificate requested, includes GST) .....	\$ 26.25	\$ _____
Delivery (Ontario only; check Certificates Express website for charges outside of Ontario) (includes GST)..	\$ 25.45	\$ _____

**Total Payment** .....

### Terms and Conditions:

- 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.
- 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.
- Where required, all forms must have an authorized guarantor in order to process.
- Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
- The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
- "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
- 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. Any requests for refunds must be made within 24 hours of placing the order. A minimum fee of \$100 + G.S.T. may apply. 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 their behalf.
- "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.
- "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.
- All applicants must be registered at their municipal registry office to be eligible for a birth certificate. Please note that there is a minimum three-month processing time for provincial records to reflect the municipal registration.

**Payment:**     Visa     Mastercard     Cheque     Debit     Other (specify): \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry Date (Month/Year) \_\_\_\_\_

OFFICE OF THE REGISTRAR GENERAL

STANDARD THIRD PARTY AUTHORIZATION FORM

(Where someone other than an authorized representative is submitting an application, or picking up documents, a completed Third Party Authorization/Consent form MUST accompany the application).

I, \_\_\_\_\_ (name of applicant), authorize \_\_\_\_\_  
of Certificates Express Ltd. (name of representative/organization  
representing applicant) to apply/pick-up a \_\_\_\_\_  
(name of document), on my behalf.

I understand that I am hereby sharing my personal information with a third party, and that the Office of the Registrar General does not and will not assume any responsibility or liability for the misuse of my personal information by the third party representative I have authorized to act on my behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions, please contact the  
Office of the Registrar General  
P.O. Box 4600, 189 Red River Road  
Thunder Bay ON P7B 6L8  
Outside Toronto 1 800 461-2156 or in Toronto 416 325-8305 or  
Fax. 807 343-7459


**(THIS SPACE RESERVED FOR OFFICE USE ONLY)**

*Please PRINT clearly in blue or black ink.*  
*In the context of this form, the word "Applicant" refers to the person completing this Request.*

**Applicant Name**

First Name	Last Name
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**Mailing Address**


Organization / Firm (if applicable)				
Street No.	Street Name	Buzzer No.	Apt. No.	PO Box
City/Town		Province	Country	Postal Code
 Telephone Number (    )	Ext.			

**1. What information are you requesting and how much will it cost?**

- Marriage Certificate (File Size)** *NOTE: Section 4a must be completed*  
This contains basic information, such as names, date and place of marriage.  
\$15.00 each      Quantity  \$
- Certified Copy of Statement of Marriage (Long form)** *NOTE: Section 4b must be completed*  
This contains all information registered on the statement of marriage including signatures.  
\$22.00 each      Quantity  \$
- Search**  
A search results in a letter that either confirms the marriage registration exists or that there is no registration (see Instruction #4). If you don't know the exact date of the marriage event, choose a year based on information you may have obtained for this purpose, and write it in the space provided for the date. We will search that whole year plus two years before and after, for a total of five years. You may also request a search of additional years, in increments of five years.  
Range of years searched \_\_\_\_\_ to \_\_\_\_\_      Each 5 years searched.....\$15.00      \$

**Information**

If you're sending your payment from anywhere other than Canada, you must pay with an international money order in Canadian funds drawn on a Canadian clearing house, or by VISA, MasterCard or American Express. US applicants may submit a US Postal money order in US funds. We will not accept post-dated cheques. We will charge \$35.00 if your


cheque is rejected because of insufficient funds. Please note that fees are subject to change without notice. If you send your request by mail, you can pay by cheque or money order, made payable to Minister of Finance, or by VISA, MasterCard or American Express. At our public counter, you can also pay by cash or debit card.

The Office of the Registrar General holds records for marriages that happened in Ontario during the past 80 years.

**To obtain older records, contact:  
The Archives of Ontario**

Attention: Vital Statistics Reference Archivist  
77 Grenville Street,  
Toronto ON M7A 2R9  
or call The Vital Statistics Hot line at **416 327-1593**

**Your Payment Options**

<input type="checkbox"/> Cheque or Money Order. Please make payable to: "Minister of Finance"	 Credit card payment: You must pay by credit card if you are faxing your request to us. Our fax number is <b>807 343-7459</b> .
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
Card Number	Expiry Date (Month / Year)
Name of Cardholder	Signature of Cardholder

## 2. Details of Brides/Grooms

Name of Bride/Groom	Last name before marriage	First Name	Middle Name
Any other last name used		Place of Birth (Province/Country)	
Name of Bride/Groom	Last name before marriage	First Name	Middle Name
Any other last name used		Place of Birth (Province/Country)	

## 3. Details of Event

Date of Marriage Year      Month      Day	OR, If date unknown, range of years to search _____ TO _____	Place of Marriage (City, Town or Village)
Is either bride/groom deceased? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## 4. Details of the Applicant (Please indicate to which category of entitled individuals the applicant belongs)

### 4a. Applicants for a Marriage Certificate (File Size):

<p>I am:    <input type="checkbox"/> bride/groom    <input type="checkbox"/> parent of either bride/groom    <input type="checkbox"/> child of the marriage</p> <p>Only the individuals above are entitled to apply for a Marriage Certificate (File Size). If either or both bride(s)/groom(s) are <u>deceased</u>, the following additional Next of Kin (see Instruction #1) are entitled to apply for a Marriage Certificate (File Size): My relationship is:</p> <p><input type="checkbox"/> sibling of either bride/groom</p> <p><input type="checkbox"/> If either bride(s)/groom(s) is <u>deceased</u>, and the Next of Kin are also deceased, the Extended Next of Kin (see Instruction #1) may apply. Please indicate the applicant's relationship to either bride/groom _____</p>	<p><i>In the case that the applicant is the Next of Kin or the Extended Next of Kin, please complete the following certification:</i></p> <p>I, _____ (name, please print), am the _____ of _____. I certify that I am the Next of Kin, or the Next of Kin are deceased, and I am the Extended Next of Kin.</p>
<input type="checkbox"/> Authorized Representative of any entitled individual (see Instruction #2). Proof of authorization is required and must be attached to this application (see Instruction #3)	



### 4b. Applicants for a Certified Statement of Marriage (Long Form):

<p>I am:    <input type="checkbox"/> bride/groom. Only bride(s)/groom(s) are entitled to apply</p> <p>If either or both bride(s)/groom(s) are <u>deceased</u>, the Next of Kin are entitled to apply (see Instruction #1). My relationship is:</p> <p><input type="checkbox"/> parent of either bride/groom</p> <p><input type="checkbox"/> child of the marriage</p> <p><input type="checkbox"/> sibling of either bride/groom</p> <p><input type="checkbox"/> If either or both the bride(s)/groom(s) is <u>deceased</u>, and the Next of Kin are also deceased, the Extended Next of Kin (see Instruction #1) may apply. Please indicate the applicant's relationship to the bride/groom _____</p>	<p><i>In the case that the applicant is the Next of Kin or the Extended Next of Kin, please complete the following certification:</i></p> <p>I, _____ (name, please print), am the _____ of _____. I certify that I am the Next of Kin, or all the Next of Kin are deceased, and I am the Extended Next of Kin.</p>
<input type="checkbox"/> Authorized Representative of any entitled individual (see Instruction #2). Proof of authorization is required and must be attached to this application (see Instruction #3)	

**5. Why are You Requesting this Information? (Select One)**

<input type="checkbox"/> pension benefits	<input type="checkbox"/> insurance	<input type="checkbox"/> divorce
<input type="checkbox"/> estate settlement	<input type="checkbox"/> immigration	<input type="checkbox"/> other (specify) _____

*I authorize the Office of the Registrar General to issue the requested document/information, and consent to the Ministry of Government Services collecting information about myself and the person(s) named on the record (if other than myself) from such other sources as may be necessary to verify the information on this form and my entitlement to the service required, and the disclosure of such information to the Ministry of Government Services. I am aware that it is an offence to wilfully make a false statement on this form.*

	Daytime Telephone Number		Date Signed		
	 (    )	Ext.	Year	Month	Day

**Instructions**

**Instruction #1**

For the purposes of entitlement to a Marriage Certificate (File Size), Next of Kin to the Bride/Groom include: Parents of either the Bride/Groom and Children of the marriage. If either (or both) of the Bride/Groom is deceased, Sibling(s) are entitled. Extended Next of Kin (closest surviving relative) to the Bride/Groom include: Grandmother, Grandfather, Aunt, Uncle, First Cousin, Niece, Nephew, or Grandchild.

For the purpose of entitlement to a Certified Copy of Statement of Marriage (Long Form), Next of Kin to the Bride/Groom include: Parents of either the Bride/Groom, Children of the marriage, Sibling(s) of the Bride/Groom. Extended Next of Kin (closest surviving relative) to the Bride/Groom include: Grandmother, Grandfather, Aunt, Uncle, First Cousin, Niece, Nephew, or Grandchild.

**Instruction #2**

Authorized Representative includes an estate trustee, an executor or administrator, a person with power of attorney or a person with legal guardianship acting on behalf of the deceased or an entitled individual.

**Instruction #3**

Proof of Authorization includes a certificate of appointment of estate trustee, letters of administration, an order under the *Declarations of Death Act, 2002*, a will, proof of power of attorney and proof of legal guardianship.

**Instruction #4**

A search may be requested by an individual getting married in another jurisdiction to demonstrate that he/she has not been married in Ontario (sometimes referred to as a letter of non-impediment).

<p><b>Mail the Completed Request to:</b>  <b>The Office of the Registrar General</b>                  P.O. Box 4600                  189 Red River Road                  Thunder Bay ON P7B 6L8                  Fax: 807 343-7459</p>	<p><b>If you require faster service than 6-8 weeks, please apply online at <a href="http://www.serviceontario.ca">www.serviceontario.ca</a>.</b></p>
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Personal information contained on this form is collected under the authority of the Vital Statistics Act, R.S.O. 1990, c.V.4 and will be used to provide certified copies, extracts, certificates, or search notices and to verify the information provided and your entitlement to the service requested and for security and law enforcement purposes. It is an offence to wilfully make a false statement on this form. Questions about this collection should be directed to: The Deputy Registrar General, Office of the Registrar General, P.O. Box 4600, 189 Red River Road, Thunder Bay ON P7B 6L8. Telephone Outside Toronto 1 800 461-2156 or in Toronto 416 325-8305 or Fax: 807 343-7459.