



VSA - FORM 11.1

APPLICATION FOR PRINCE EDWARD ISLAND MARRIAGE & DEATH RECORDS

This form should be printed
on 8.5" x 14" (legal size) paper.

VITAL STATISTICS REGISTRY

126 DOUSES ROAD

PO BOX 3000, MONTAGUE, PEI C0A 1R0

Telephone (902) 838-0880 Fax: (902) 838-0883

Toll free in Canada 1-877-320-1253

Email: vsMontague@gov.pe.ca

www.gov.pe.ca/vitalstatistics

PRIVACY STATEMENT: Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.P.E.I. 1988, Cap. V-4.1, Section 32, as applicable, to fulfill the requirements for registration and release of records and information. If you have any questions about the collection or use of this information please contact the Vital Statistics Office toll free at 1-877-320-1253.

Your request can only be processed if this application is complete, the information provided agrees with our records, and the event is registered.

Applicant Information PLEASE PRINT CLEARLY

| | |
|---|------------------------|
| "Applicant" is the person who is completing this request. As "Applicant" you must provide the information below so you can be contacted if problems arise with this request. This contact information will be used for all correspondence and delivery purposes. | |
| SURNAME | GIVEN NAMES |
| MAILING ADDRESS | |
| CITY, PROVINCE, STATE, COUNTRY | POSTAL CODE |
| DAY TIME PHONE (INCLUDING AREA CODE) | EMAIL ADDRESS |
| Applicant's Relationship To Person Named on Certificate <i>(Please see important information on reverse regarding who is entitled to receive documents)</i> | |
| <input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father/Other Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Daughter <input type="checkbox"/> Son <input type="checkbox"/> Other* (Please specify relationship) _____ | |
| REASON CERTIFICATE IS REQUIRED | |
| SIGNATURE OF APPLICANT | DATE (Month/Day/Year) |

| | | | | |
|------------------|--|---|--|------------|
| Marriage Details | Surname Before Marriage | All Given Names | <input type="checkbox"/> Male <input type="checkbox"/> Female | Birthplace |
| | Surname Before Marriage | All Given Names | <input type="checkbox"/> Male <input type="checkbox"/> Female | Birthplace |
| | DATE OF MARRIAGE (Month - Day - Year): | PLACE OF MARRIAGE (City, Town or Village) | Province: Prince Edward Island | |

| | | |
|---------|--|-------|
| Consent | MARRIAGE CERTIFICATES ONLY: If you are not the person named on the certificate requested, written consent is required. Please make sure this section is signed by one of the individuals named on the certificate or a signed letter of consent accompanies this application. I _____ authorize my record be issued to the applicant stated above. | |
| | Person named on the marriage certificate | _____ |
| | Signature of Person named on marriage certificate | Date |

| | | | | |
|--------------------|--|----------------------------|--|-----------------------------------|
| Death / Stillbirth | Surname of Deceased | All Given Names | Male <input type="checkbox"/> Female <input type="checkbox"/> | Date of Birth: Month - Day - Year |
| | Usual Residence Prior To Death: | Marital Status: | <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/> Divorced | Age: |
| | DATE OF DEATH: Month (Feb) - Day - Year | PLACE OF DEATH (City/Town) | Province: Prince Edward Island | |

FEES MUST ACCOMPANY THE APPLICATION

| | |
|--|--|
| Type of Product Requested: | Method of Delivery and Service Requested: |
| <input type="checkbox"/> Detailed Marriage Certificate \$35 <input type="checkbox"/> Death Certificate \$35 <input type="checkbox"/> Death Certificate With Cause \$50 <i>(You must be eligible to receive cause of death – see information on reverse)</i> <input type="checkbox"/> Certified Copy of Registration of Marriage \$35 (Not a certificate) <input type="checkbox"/> Certified Copy of Registration of Death \$35 (Cause of Death not included) <input type="checkbox"/> Certified Copy of Registration of Stillbirth \$35 | <input type="checkbox"/> Pick Up (Montague office only) <input type="checkbox"/> Courier: PEI, NS, and NB \$10 + HST <input type="checkbox"/> Courier: All other Canadian Destinations \$20 + HST <input type="checkbox"/> Courier outside Canada (Contact Vital Statistics Office) Pick up NOT AVAILABLE on regular service requests. <input type="checkbox"/> Expedited Service (2 business days + delivery time) \$50 <input type="checkbox"/> Emergency Service (same day - pick up only) \$100 |

| | |
|--|---|
| Payment Method: <i>CANADIAN FUNDS ONLY</i> | I authorize Vital Statistics to charge to my card: \$ _____ |
| <input type="checkbox"/> Cash (In person only) <input type="checkbox"/> Debit Card (In person only) <input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> Cheque or Money Order <small>(Payable to: Minister of Finance, Energy & Municipal Affairs)</small> | Credit Card Number _____ Expiry: _____ Month _____ Year _____ Cardholder's Name (please print) _____ Cardholder's Signature _____ |
| Application fee(s) are non-refundable. Post-dated cheques are not accepted. An additional \$30.00 will be charged for NSF cheques. | |

| | |
|-----------------|--------------------------------------|
| Completed _____ | Receipt # _____ |
| Reg# _____ | Certificate # _____ Issue Date _____ |

IMPORTANT INFORMATION - VSA FORM 11.1

Certificates and Copies of Registrations can only be issued for events (marriage, death) that occurred in P.E.I.

WHO CAN APPLY FOR MARRIAGE AND DEATH DOCUMENTS:

| Marriage Certificate or Certified Copy of Registration of Marriage | Death Certificate | Death Certificate - with Cause or Certified Copy of Registration of Death (cause not included) |
|---|--|---|
| The person named in the certificate/registration A person on the authority in writing of a person named in the certificate/registration A lawyer acting for a person named in the certificate/ registration A person on the order of the court; a public officer who requires it in the discharge of official duties; or on the authority in writing of the Minister | Any person (Upon providing the correct information) | Parents, brother, sister or spouse of the deceased or to the adult child of the deceased (must provide proof of relationship) A person on order of the court; a public officer who requires it in the discharge of official duties (not eligible for copy of registration); or on the authority in writing of the Minister |

INFORMATION PROVIDED ON DOCUMENTS:

| Marriage Certificate | Death Certificate (with and without cause) | Marriage / Death Registrations |
|--|---|--|
| Full Name of Persons who married Place of Birth (both) Date of Marriage Place of Marriage Registration Number Date of Registration Date of Issue | Name of Deceased Date of Death Place of Death Age Sex Marital Status Registration Number Date of Registration Date of Issue | The information that appears on the original (legal) Registration of Marriage / Death (cause of death not included). It is a photocopy of the registration on certified copy paper. Not intended for identification: it does not substitute as a certificate. |

TO AVOID DELAY:

- Ensure that you are authorized to make the request (Who can apply - above)
- Complete the appropriate section in full (PLEASE PRINT)
- Enclose the correct fee (Canadian Funds)
- Ensure that your phone number and address are correct and clear

FEES: Every person who submits an application for service must pay the prescribed fee at the time of request. Applicants who do not provide complete information, do not meet eligibility requirements, or choose to cancel their application at a later date will not be refunded.

| | | | |
|-----|---|---|---|
| (a) | Marriage Certificate | - | \$ 35 |
| (b) | Certified Copy of Marriage Registration | - | \$ 35 |
| (c) | Death Certificate | - | \$ 35 |
| (d) | Death Certificate with Cause | - | \$ 50 |
| (e) | Certified Copy of Death Registration | - | \$ 35 (does not include cause of death) |
| (f) | Certified Copy of Stillbirth Registration | - | \$ 35 |
| (g) | Expedited Service (2 business days) | - | \$ 50 (does not include certificate or courier fee) |
| (h) | Emergency Service (same day) | - | \$100 (does not include certificate) |

*Post dated cheques are not accepted. An additional \$30 will be charged for NSF cheques.

TYPE OF SERVICE:

| Regular Service | Expedited Service (Certificates Only) | Emergency Service (Certificates Only) |
|---|---|---|
| Processing time: Varies (generally 10-15 business days) Delivery method options: - Regular mail* - Courier (at client request and expense) * PICK UP is NOT AVAILABLE on regular service requests. <i>The Vital Statistics Office is not responsible for delays or lost items by Canada Post.</i> | Processing time: 2 business days Delivery method options: - *Pick up at 126 Douses Road, Montague (Monday through Friday) - Courier (at client request and expense) - Regular mail <i>*Documents not picked up on the date specified (where prior arrangements have not been made) will be placed in regular mail the following day.</i> | Processing time: Same Day of Request (minimum two hours notice required) Delivery method: Pick up Only (Montague Office) |

Office Location and Contact Information

Office location: 126 Douses Road, Montague, PEI
 Mailing address: PO Box 3000, Montague, PE C0A 1R0
 Telephone: Toll Free within Canada 1 (877) 320-1253 or (902) 838-0880 Fax: (902) 838-0883
 Email address: ysmontague@gov.pe.ca Web: www.gov.pe.ca/vitalstatistics