



1. To be mailed to: This section must be completed even if applying for same day service

Applicant's Name - Last Name Middle Name
First Name
Street Number Street Name Apartment No.
City, Town or Village Province Postal Code

You can only use this form to get certificates for births that happened in Ontario. We keep records of births for 95 years. If you need older records, contact the Archives of Ontario. You can find more information on the opposite page.

Please PRINT clearly in blue or black ink and sign Sections 4 and 5. If you have any questions, please contact the Office of the Registrar General at 1-800-461-2156 or 416-325-8305

2. Birth Certificate

Please read the opposite page to find out if you're entitled to receive the information you're asking for:

Last Name (if married, use Last Name at Birth) First Name Middle Name(s)
Date of Birth Year Month Day Place of Birth (City, Town or Village) Location of Birth (Hospital, etc.) Sex Male Female
Mother's Name at Birth - Last/Maiden Name First Name Middle Name(s)
Any Other Last Name Used by Mother Mother's Marital Status at Time of This Birth
Mother's Age at time of This Birth Mother's Date of Birth Year Month Day Mother's Place of Birth (City/Town/Village/Province/Country)
Name of Father - Last Name First Name Middle Name(s)
Father's Place of Birth (City/ Town/Village/Province/Country) Father's Age at Time of This Birth Date of Birth Year Month Day
Mother's Residence at the Time of This Child's Birth No. of Older Siblings to This Child Weight of Child at Birth
Name and Address of Doctor/Attendant

Is the person named on the birth certificate deceased? No Yes

If yes, Date of Death Year Month Day Place of Death (Province, State, Country)

Has a birth certificate been previously issued for this birth record? No Yes

Has a certified copy been previously issued for this birth record? No Yes

3. Fees and Payment Please read the Fees and Payment section on the opposite page to find out how much you have to pay.

You are only entitled to receive one Certificate and one Certified Copy (there is a charge for each Certificate)

Table with 3 columns: Fee type, Amount, Total. Rows include First Birth Certificate (\$25.00), Replacement Birth Certificate (\$35.00), First Certified Copy (\$35.00), Replacement Certified Copy of Birth (\$45.00), Confirmation letter (\$15.00), Same Day Service (additional \$15.00).

How are you paying?

Cheque or Money Order. Please make payable to: Minister of Finance

Total Amount Enclosed \$

OR Visa Master Card American Express

Name of Cardholder Signature of Cardholder

Card Number ExpiryDate(Month/Year)

4. Important Information and Signature

By signing below, you are stating that you are entitled to, and authorize the Office of the Registrar General to issue the requested information and that you consent to the Minister of Consumer and Business Services collecting information about yourself and the person named on the birth record (if other than yourself) from the guarantor and such other sources as may be necessary in order to verify the information on this form and your entitlement to the service requested.

If you have asked someone to pick up the certificate(s) on your behalf, print the person's name here ➡ _____

Why are you requesting the Certificate? _____ What is your relationship to the person named on the Certificate
 Self Mother Father Other _____
(specify)

Signature of Entitled Person _____
Date Signed _____ Home Telephone Number _____ Work Telephone Number _____
Year Month Day () ()

X

5. Statement of Guarantor - Please read information regarding Guarantor on the opposite page

Name - Last Name _____ First Name _____ Occupation _____

Name of Firm/Organization _____ Business Telephone No./Ext. _____ Home Telephone No. _____ Fax No. (optional) _____
() () ()

Business Address - Street No. Street Name _____

City _____ Province _____ Postal Code _____

Statement:

To the best of my knowledge and belief, the statements made in this application are true. I am a Canadian Citizen and:
I belong to one of the listed professions, I have known the applicant personally for at least TWO years and I have knowledge of the child
(if applicable).

Knowledge of Applicant - Name of Applicant _____ Number of Years Known _____

Signature of Guarantor _____ Date Signed _____ Signed At: (City/Town/Village/Province) _____
Year Month Day

Information about this form

Statement of Guarantor

A guarantor is a person who confirms the identity and has knowledge of the Applicant. The guarantor must certify the information on the application form by completing and signing the "Statement of Guarantor" section.

The Guarantor must:

- be a Canadian citizen and must be accessible for verification;
- have known you (the applicant) personally for at least TWO years;
- have known you well enough to be confident that the statements you have made in the application form are true;
- sign the "Statement of Guarantor" section on the application form;
- be included in ONE of the following groups:
 - dentist, medical doctor, nurse, midwife, chiropractor, optometrist, pharmacist
 - judge, magistrate, justice of the peace, police officer(municipal, provincial or RCMP)
 - lawyer (member of a provincial bar association)
 - mayor, municipal clerks
 - members of provincial parliament
 - minister of religion authorized under provincial law to perform marriages
 - notary public
 - principal or vice principal of primary or secondary school
 - teacher of a primary or secondary school (member of a provincial regulating body)
 - professional accountant (member of APA, CA, CGA, CMA, RPA)
 - professional engineer (P. Eng., Eng. in Quebec)
 - senior administrator in a community college (includes CEGEPs)
 - senior administrator or teacher in a university
 - signing officer of a bank, caisse d'économie, caisse populaire, credit union or trust company
 - veterinarian.

The list above is not a recognition or endorsement by the Office of the Registrar General of professional status or superior qualifications. If you can't find anyone from this list, please call our office for instructions.

How old are the records?

The Office of the Registrar General holds records for births that happened in Ontario during the past 95 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

What can you ask for?

We supply different kinds of birth documents. Anyone can ask for a confirmation letter. The following information tells you who is qualified to ask for a certificate or a long form.

Birth records

You may get a certificate or a long form only if you are:

- the person named on the certificate and you are at least 13 years old, or
- a parent of the child named on the certificate and your name is on the birth registration, or
- the closest next-of-kin, executor,* or estate trustee,* and the person named on the certificate is deceased. (You must provide proof of death, e.g., a death certificate or funeral director's statement.)

Fees and Payment

Here are the fees for each type of certificate if you order by mail. There are no taxes for these documents.

Certificate

This includes basic information, such as name, date and place of birth.

First birth certificate.....\$25.00
Replacement birth certificate.....\$35.00

Long form

This contains all registered information, including parent's information and signatures. It is provided in the form of a certified copy.

First certified copy of birth.....\$35.00
Replacement certified copy of birth...\$45.00

Confirmation letter

This is a letter saying the record is or is not on file. If you don't know the exact date of the event, choose a year 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.

Confirmation Letter.....\$15.00

You may also get same-day service at one of our public counters for an additional \$15.00 for each document. Some restrictions apply.

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 counters, you can also pay by cash or debit card.

If you're sending your payment from anywhere other than Canada or the US, 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.

Where do you bring this application?

After you have completed this application form and signed it, you can mail it, with your payment, to our office:

Office of the Registrar General

P.O. Box 4600
189 Red River Road
Thunder Bay, ON P7B 6L8

You can also fax your application to us (with credit card payment only.)
Our fax number is **807-343-7459**.

You can drop off your application or get same-day service at our public counters. (Some restrictions apply.) Our public counters are located at:

• Hamilton Land Registry Office

Ontario Government Building
119 King St. West, 4th floor
Hamilton, ON L8N 3Z9

• London Land Registry Office

80 Dundas St., 1st floor
London ON N6A 2P3

• North Bay Land Registry Office

Court House
360 Plouffe St.
North Bay, ON P1B 9L5

• Ottawa Land Registry Office

Court House
161 Elgin St. 4th floor
Ottawa, ON K2P 2K1

• Sudbury Land Registry Office

199 Larch St.
Sudbury, ON P3E 5P9

• Thunder Bay Land Registry Office

189 Red River Rd., 2nd floor
Thunder Bay, ON P7B 6L8

• Toronto Counter

Macdonald Block
900 Bay St. (Bay and Wellesley), 2nd floor
Toronto, ON M7A 1Y5

• Whitby Land Registry Office

590 Rossland Rd. East
Whitby, ON L1N 9G5

• Windsor Land Registry Office

250 Windsor Ave., 3rd floor
Windsor, ON N9A 6V9

• Kingston Land Registry Office

1 Court St.
Kingston, ON K7L 2N4

• Barrie Land Registry Office

Court House, 114 Worsley St.
Barrie, ON L4M 1M1

• Brampton Land Registry Office

7765 Hurontario St., 1st Floor
Brampton, ON L6W 4S8

• St. Catharines Land Registry Office

59 Church St.
St. Catharines, ON L2R 3C3

• Kitchener Land Registry Office

200 Frederick St., 3rd Floor
Kitchener, ON M2H 6N9

• Sault Ste. Marie Land Registry Office

420 Queen St. E.
Sault Ste. Marie, ON P6A 5M8

Urgent Service Only

If you cannot attend one of the public counters listed, please call our office for instructions. (see front of application for phone number)

*If you are the executor or estate administrator, provide a copy of the will or letters of administration.

Please hand the application in at one of our public counters, or mail it to our office.