

Only use this application if you are applying for death documents from within Alberta.

If you are applying for death documents from outside Alberta, use the [Registry Connect Application for Certificate/Documents](#). To order documents for deaths that occurred outside Alberta, contact the province/territory/country where the death took place.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

- This application **must** be submitted in person to a registry agent office - an authorized agent for the Government of Alberta. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- The applicant **must** provide acceptable proof of identity. (See instructions below when acceptable proof of identity documents are not available)
- Ensure you are eligible to apply and that you have the necessary supporting documents. (See Eligibility Information for details)
- The information you provide must be as complete as possible. If you cannot complete the required death details you must provide a written explanation with your application before it can be approved by Vital Statistics.
- If a record cannot be found, a search for a three year period is automatically conducted and you will be notified accordingly.

NOTE: All correspondence (if applicable) will be mailed directly to the address provided on the application regardless of the certificate delivery options available at the registry agent office.

What kinds of death documents are available to order?

Alberta Vital Statistics only maintains records for deaths that occur in Alberta. Ensure you are ordering the correct document.

CERTIFICATE

All death certificates are certified extracts of the original Registration of Death.

Death Certificate - There is only one style of death certificate which contains the last and given name(s) of the deceased, sex, age of the deceased at the time of death, date of death, place of death, marital status, usual residence of the deceased, registration number, registration date and date issued.

CERTIFIED PHOTOCOPY OF REGISTRATION OF DEATH

A photocopy of the original Registration of Death certified by Vital Statistics.

CERTIFIED PHOTOCOPY OF MEDICAL CERTIFICATE OF DEATH

A photocopy of the original Medical Certificate of Death signed by the attending physician or medical examiner and certified by Vital Statistics.

SEARCH LETTER

A search letter only states whether the death is registered or not. No other details are provided.

What is acceptable proof of identity and why is it needed?

When ordering Vital Statistics certificates/documents, the applicant must present an acceptable proof of identity document. This document must be issued by a provincial or federal government. It must contain a recognizable photograph, full name, and a distinctive identification number. If the document has an expiry date, the document must currently be valid. If the document has no expiry date, then it must have been issued within the last 5 years. If the document is in a language other than English, then the applicant must provide a notarized English translation including an affidavit from the translator stating that the translation is accurate.

What if I don't have acceptable proof of identity or am unable to apply in person at a registry agent office?

Your consent may be provided to another person to act on your behalf as a designated agent by completing the Applicant's Consent to Designated Agent section on the application. The designated agent must have known you for at least 1 year, must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity. Not all applicants may provide their consent to a designated agent - see Eligibility Information.

NOTE: When designating another person to apply on your behalf, you are still the eligible applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

What is the cost for documents?

For certificates and certified photocopies there is a government fee of \$20.00 per certificate/document, plus a registry agent service fee. For search letters, there is a government fee of \$20.00 for each three-year period searched or portion thereof, plus a registry agent service fee.

How long does it take to process an application?

Under normal circumstances when the application has been completed correctly and there are no further requirements, certificates/documents are usually printed within 2 business days after the agent submits the request to Vital Statistics.

How will a death document be delivered to me?

Documents are mailed to the address provided on the application, unless other arrangements have been made with a registry agent office.

Who is eligible to apply for Vital Statistics' death documents?

Eligibility Requirements for Certificates and Certified Photocopies:

- a) The executor, personal representative or estate administrator of the deceased person's estate. A copy of the legal document showing the applicant's name must be attached to the application.
- b) An adult next-of-kin* of the deceased person, including a minor parent, spouse or partner. Proof of relationship or an Affidavit of Relationship** must be attached to the application.
- c) A guardian or trustee for the deceased person immediately before death as established by court documents. A copy of the legal document showing the applicant's name must be attached to the application.
- d) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to the application.
- e) A person who is a joint tenant with the deceased. A certified copy of the title to the property showing joint tenancy must be attached to the application.
- f) A person who is a designated agent for a person described in a) to c). The consent and statutory declaration on the application form must be completed.
- g) An adult relative of the deceased person when there is no other person eligible to apply as described in a) to d). Proof of relationship or an Affidavit of Relationship** must be attached to the application.
- h) A funeral home representative who is making arrangements for the deceased person. Proof of occupation must be attached to the application.
- i) A lawyer for the person described in a) to e), g). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).
- j) A public trustee who needs it to comply with Part 2 Division 2 of the *Public Trustee Act*.

**Affidavit of Relationship form is available at a registry agent office.

Eligibility Requirements for Certified Photocopies of Medical Certificate of Death:

- a) Adult next-of-kin* of the deceased person, including a minor parent, spouse or partner. Proof of relationship must be attached to the application. An Affidavit of Relationship **cannot** be used as proof of relationship for a photocopy of a Medical Certificate of Death.
- b) A person who is a designated agent for a person described in a). The consent and statutory declaration on the application form must be completed.
- c) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to the application.
- d) A lawyer for a person described in a) or c). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).

**Next-of-kin: Mother, father, brother, sister, children, spouse or adult interdependent partner. This does not include in-laws, grandchildren, step relatives, aunts, uncles, nieces or nephews. Persons who have been adopted or who have placed their child for adoption are not "next-of-kin" to biological relations.*

No eligibility requirements:

- e) Anyone may apply for a search letter.
- f) Anyone may apply for a photocopy of a Registration of Death and photocopy of a Medical Certificate of Death when the death record is 50 years old or older. Applications are made through the Provincial Archives of Alberta.

Provincial Archives of Alberta:

Website: <http://culture.alberta.ca/paa/>

Email: paa@gov.ab.ca

General Inquiries: 780-427-1750

Reference Room: 780-427-1056

Toll Free Dialing within Alberta: First dial 310-0000, and then dial the full ten-digit phone number.

8555 Roper Road

Edmonton, Alberta T6E 5W1

For questions regarding this application, please contact Vital Statistics at 780-427-7013. For toll free dialing within Alberta, first dial 310-0000, then dial 780-427-7013. For more information on Vital Statistics products and services visit our website <http://www.servicealberta.gov.ab.ca/family-and-life-events.cfm>

