

## READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

### Applicants applying from within Alberta

If you are applying from within Alberta, you must complete this application and apply in person at an authorized Alberta registry agent office. Applications sent directly to Vital Statistics WILL NOT be processed. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>

- You must present acceptable proof of identity to the registry agent in person.
- You must present proof documents that establish your relationship to the deceased.
- Ensure you are eligible to apply. (See *Eligibility Information for details*)
- There is a government fee of \$20.00 for each document, plus a registry agent service fee.

### Applicants applying from outside of Alberta

If you are not in Alberta and cannot apply in person, you may apply by mail however additional requirements confirming your identity are required before your application can be approved for processing. To order death documents for events that occurred outside of Alberta, contact the province/territory/country where the event took place.

### Applying by Mail

If you are located outside of Alberta and need to apply for death documents, you must include the [Proof of Identity](#) document with your application. All applications for people applying from outside of Alberta must be submitted directly to [Registry Connect](#) or [AMA](#) for AMA members only. All documents submitted must have original signatures. Applications sent directly to Vital Statistics WILL NOT be processed.

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

### Proof of identity is required

When ordering documents, you 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, your 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, it must have been issued within the last 5 years. If the document is in a language other than English, you must provide a notarized English translation including an affidavit from the translator stating the translation is accurate.

### Using a Designated Agent

If you do not have acceptable proof of identity or you cannot apply in person, you may be eligible to provide your consent to another person to act on your behalf as a designated agent - see Eligibility Information. When designating another person to apply on your behalf, you are still the applicant. You are required to complete the application form and enter your personal information, your relationship to the person listed on the certificate, the event information and sign the application form. You must also complete the Applicant's Consent to Designated Agent section. The designated agent must have known you for at least 1 year; they must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity in person.

### Type of Death Documents

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

#### Certificates

All death certificates are certified extracts of the original Registration of Death. The death certificate will show 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 Copy of the Registration of Death

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

#### Certified Copy of the 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.

### Application processing time

Under normal circumstances when the application has been completed correctly and there are no further requirements, documents are usually processed within 3 business days after the registry agent submits your request to Vital Statistics.

### Delivery options for Death Documents

- By mail to the address provided on the application - No extra charge.
- To the registry agent office, if they offer call box service. Arrangements must be made with the registry agent office - A registry agent service fee may apply.
- To the Government call box in Edmonton or Calgary for rush or emergency situations only - No extra charge.

**NOTE:** Documents cannot be picked up without acceptable proof of identity (see above). Documents will ONLY be released to you as named on the application. If someone else is picking up your document on your behalf, you must provide them with a written letter of authorization and they will provide their own acceptable proof of identity. If you have used a Designated Agent, they will also require a letter of authorization to pick up your document(s).

**There are no exceptions.**

## Eligibility Requirements for Certificates and Certified Photocopies of the Registration:

- 1) 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.
- 2) A next-of-kin\* of the deceased person. Proof of relationship must be attached to the application.
- 3) Former spouse or former adult interdependent partner of the deceased. Proof of relationship must be attached to the application.
- 4) A guardian or trustee for the deceased person immediately before death as established by court documents. A copy of the guardianship order or legal document showing the applicant's name must be attached to the application.
- 5) A relative of the deceased person when there is no living next-of-kin as described in 2). Proof of relationship must be attached to the application.
- 6) A funeral home representative who is making arrangements for the deceased person. Proof of occupation must be attached to the application.
- 7) A person with an Alberta court order issued within 1 year of application. A copy of the Alberta order authorizing the applicant must be attached to the application.
- 8) A lawyer for the person described in 1) to 5), 7) and 9) to 11). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement). Documentation showing proof of eligibility must also be attached to the application.
- 9) A person who is a joint tenant on a land title with the deceased. A certified copy of the title to the property showing joint tenancy must be attached to the application.
- 10) A public trustee for the deceased person's estate. The trusteeship document showing the applicant's name must be attached to the application.
- 11) An organization or company that has a particular interest in the deceased. A letter from the company explaining their interest *and* the completed application **MUST** be submitted to Vital Statistics for approval.

## Designated Agent for Certificates and Certified Photocopies of the Registration:

When an eligible applicant does not have acceptable ID to make an application, a designated agent may be used by any of the above described in 1) to 5) and 9). The consent and statutory declaration on the application form must be completed.

## Eligibility Requirements for Certified Photocopies of Medical Certificates of Death:

- 1) 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.
- 2) 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.
- 3) A guardian or trustee for the deceased person immediately before death as established by court documents. A copy of the guardianship order or legal document showing the applicant's name must be attached to the application.
- 4) A guardian or trustee for the next-of-kin as described in 1) as established by court documents. A copy of the guardianship order or legal document showing the applicant's name must be attached to the application. 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.
- 5) A person with an Alberta court order issued within 1 year of application. A copy of the Alberta order authorizing the applicant must be attached to the application.
- 6) A lawyer for a person described in 1) to 5). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).

## Designated Agent Certified Photocopies of Medical Certificates of Death:

When an eligible applicant does not have acceptable ID to make an application for the Medical Certificate of Death, a designated agent may be used by any of the above described in 1) to 2). The consent and statutory declaration on the application form must be completed.

*\*Next-of-kin: parent, sibling, children, spouse or adult interdependent partner. This does not include in-laws, grandparents, grandchildren, step relatives, children of siblings. Persons who have been adopted or who have placed their child for adoption are not "next-of-kin" to biological relations.*

## Historic Records:

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 must be made through the Provincial Archives of Alberta.

## Provincial Archives of Alberta:

Website: <http://provincialarchives.alberta.ca>

Email: [paa@gov.ab.ca](mailto:paa@gov.ab.ca)

