

## 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.
- 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 stillbirth 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 stillbirth 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 Stillbirth Documents

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

#### Certified Copy of the Registration of Stillbirth

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

#### Certified Copy of the Medical Certificate of Stillbirth

A photocopy of the original Medical Certificate of Stillbirth 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 Stillbirth 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 a Certified Copy of Registration of Stillbirth:

- 1) A next-of-kin\* of the stillborn child. Proof of relationship must be attached to the application.
- 2) A relative of the stillborn child when there are no living persons described in 1). Proof of relationship must be attached to the application.
- 3) A person with an order from a court in Alberta issued within 1 year of application. A copy of the order authorizing the applicant must be attached to this application.
- 4) A funeral home representative who is making arrangements for the stillborn child. Proof of occupation must be attached to the application.
- 5) A lawyer for a person described in 1) to 3). 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:

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

## Eligibility requirements for a Medical Certificate of Stillbirth:

- 1) A next-of-kin\* of the stillborn child. 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 Stillbirth.
- 2) 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.
- 3) A person with an order from a court in Alberta issued within 1 year of application. A copy of the order authorizing the applicant must be attached to this application.
- 4) A lawyer for a person described in 1) to 3). 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:

When an eligible applicant does not have acceptable ID to make an application, a designated agent may be used by the above in 1). 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 historic photocopy of a Registration of Stillbirth and photocopy of a Medical Certificate of Stillbirth through the Provincial Archives of Alberta when the stillbirth record is 75 years old or older.

## Provincial Archives of Alberta:

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

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

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>



# Application for Stillbirth Documents

This information is collected in accordance with the *Vital Statistics Act and Regulations*. It is required by Vital Statistics to complete the request and may be used for statistical purposes or delivering joint provincial and federal programs. Collection is authorized under s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Vital Statistics at vs@gov.ab.ca or 780-427-7013 (toll free 310-0000 within Alberta).

**Applications cannot be faxed or emailed to the agents.** Applications mailed directly to Vital Statistics will **NOT** be processed.

**IMPORTANT:** To avoid delays, read the Information Sheet and Eligibility Information **BEFORE** completing this application.

**PRINT CLEARLY** - The information you provide will be used to process your request and mail the document(s) requested below and any correspondence (if necessary).

### ELIGIBLE APPLICANT'S INFORMATION (Complete all areas of this section in full)

Full Name of Eligible Applicant (See Eligibility Information)		State Your Relationship to Person Named on Certificate		
Suite/Apt No.	Complete Street Address	City/Town/Village/Hamlet	Province/Country	Postal/Zip Code
Applicant's Telephone		Applicant's Email Address		
Mail Documents and any Correspondence (if applicable) to: <input type="radio"/> Applicant's Address (above) OR <input type="radio"/> Alternate Address (below)		Date Signed <i>Month/Day/Year</i>	Signature of Applicant <b>X</b>	

### ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE (If this section applies, please complete in full)

C/O Name (if different from applicant)				
Suite/Apt No.	Complete Street Address	City/Town/Village/County	Province/Country	Postal/Zip Code

**NOTE:** All correspondence (if applicable) will be mailed directly to the address selected above regardless of the certificate delivery option requested at the registry agent office.

### TYPE OF DOCUMENT

Certified Copy of Registration of Stillbirth	Quantity	Certified Copy of Medical Certificate of Stillbirth	Quantity
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### STILLBIRTH DETAILS

Last Name <i>(Provide last name at birth or after adoption/legal change of name)</i>		Given Name(s)		
<input type="radio"/> M <input type="radio"/> X	<input type="radio"/> F	Date of Stillbirth <i>Month by name Day Year</i>	Place of Stillbirth (City/Town/Village/Hamlet)	Province
Last Name of the Person Who Gave Birth <i>(Provide last name at birth or after adoption/legal change of name)</i>		Given Name(s)		Birthplace of Person Who Gave Birth
Last Name of Co-Parent <i>(Provide last name at birth or after adoption/legal change of name)</i>		Given Name(s)		Birthplace of Co-Parent

**Only complete the section below if you are providing your consent to a designated agent to apply on your behalf (see Information Sheet).**

APPLICANT'S CONSENT TO DESIGNATED AGENT	DESIGNATED AGENT'S STATUTORY DECLARATION
I, _____ Full Name of Applicant	I, _____ Full Name of Designated Agent
of _____ Street Address City/Town/Village/Hamlet	of _____ Street Address City/Town/Village/Hamlet
Province/Country Postal/Zip Code Phone Number	Province/Country Postal/Zip Code Phone Number
give my consent to _____ Full Name of the Designated Agent	Designated Agent's Relationship to Applicant
of _____ Street Address City/Town/Village/Hamlet	do solemnly declare that I am 18 years of age or older and have known _____ for _____ year(s).
Province/Country Postal/Zip Code Phone Number	Full Name of the Applicant
whom I have known for _____ year(s) to make this application on my behalf.	<b>X</b> _____ Signature of Designated Agent
<b>X</b> _____ Signature of Applicant	Declared before me at _____ Alberta dated _____, _____
	<b>X</b> _____ Signature of Commissioner for Oaths/Notary Public in and for Alberta