

Eligibility

The following are eligible to order a birth document - documentation supporting eligibility may be required.

- A. The person (whose birth is registered) when they are 12 years old or older.
- [Proof of Identity](#) document will be used to support eligibility.
- B. The person (whose birth is registered) when they are younger than 12 years old.
- The minor needs written consent from their parent or guardian.
 - Complete and attach a [Consent for Minor Younger than 12 to Apply for Own Certificate – DVS11139](#) form to this application.
 - [Proof of Identity](#) document will be used to support eligibility.
- C. A parent of the person (whose birth is registered).
- A parent must be either:
 - Recorded on the person's birth record as a parent; **or**
 - Named as a parent in a Declaration of Parentage Court Order (or a similar Canadian order from outside Alberta).
- D. Guardian of, or trustee for, a person described in A to C.
- The applicant must be named in a Canadian guardianship court order or Canadian trusteeship document.
 - Attach a copy of the order or trusteeship document to this application.
 - This eligibility does not apply when the person in A to C is deceased.
- E. A person who is in the process of adopting the person (whose birth is registered).
- The applicant must be named in a proof of adoption document; for example a Consent to Adopt document.
 - Attach a copy of proof of a pending adoption to this application.
- F. A person who holds a power of attorney to act for a person described in A to C.
- The applicant must be named in the power of attorney document.
 - The duties/powers described in the power of attorney document must be consistent with needing a birth document.
 - Attach a copy of the power of attorney document to this application.
 - This eligibility does not apply when the person in A to C is deceased.
- G. A person named as the agent in a personal directive for a person described in A to C.
- The applicant must be named in the personal directive.
 - Attach a copy of the personal directive and the documents that have activated it to this application.
 - This eligibility does not apply when the person in A to C is deceased.
- H. A person with an Alberta court order that states they are eligible to make the application.
- The court order must be issued within 1 year of the application.
 - The applicant must be named in the court order.
 - The person (whose birth is registered) must be named/identified in the order.
 - Attach a copy of the court order to this application.

I. A lawyer acting for a person described in A to H, and J to M.

- The lawyer is recorded as the applicant on the application.
- Attach a copy of the lawyer's valid law society card to this application as proof of their eligibility (a law society card is not acceptable as proof of identity).
- Attach a letter to this application advising how the lawyer's client is eligible. The lawyer signs this letter.
- When documentation is required to support the eligibility of the person on whose behalf the lawyer is applying, that eligibility documentation must also be attached to this application.

When the person whose birth is registered is deceased, the following are also eligible to order a birth document. Proof the person is deceased must first be provided to show an applicant is eligible to make the application under this category.

J. A [next of kin](#)* of the person (whose birth is registered).

- Proof of death for the person (whose birth is registered) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- Proof of the applicant's relationship to the deceased must be provided; for example, a series of birth records with parentage showing family connection; for proof of relationship to a partner, a document showing both the deceased and partner on the same document like a bank statement, tax assessment, joint lease agreement, utility bill, etc.
- Attach the proof of relationship to this application.

K. A personal representative (executor or estate administrator) for the deceased person's estate.

- Proof of death for the person (whose birth is registered) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- The applicant must be named in the will or legal document.
- Attach a copy of the will or legal document to this application.

L. A public trustee for the deceased person's estate.

- Proof of death for the person (whose birth is registered) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- The applicant must be named in the trusteeship document.
- Attach a copy of the trusteeship document to this application.

M. A relative of the deceased person when the deceased has no living [next of kin](#)*.

- Proof of death for the person (whose birth is registered) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- Proof the applicant is related to the deceased person (whose birth is registered) must be provided.
- Attach a copy of the proof of relationship to this application.

***Next of Kin**

- Includes: parent, step-parent, sibling, step-sibling, child, step-child, spouse and partner.
- Does not include: grandchild, grandparent, in-law, child of a sibling (niece/nephew) or other relative.
- Does not include any kind of ex; for example, ex-spouse, ex-adult interdependent partner, ex-step parent, ex-step child, etc.

A person who has been adopted or who has placed their child for adoption is not related to biological relations.

Designated Agent

- When an eligible applicant does not have acceptable proof of identity, a designated agent may be used by A to H, and J to M above.
- See [No Acceptable Proof of Identity – Using a Designated Agent’s Proof of Identity](#) below for additional details about using a designated agent.

Historic Records

Anyone may apply for a copy of a person's historic Registration of Birth through the [Provincial Archives of Alberta](#) when:

- 120 years have passed from the date of birth of the person (whose birth is registered); or
- the person (whose birth is registered) has been deceased for 50 years or more.

Provincial Archives

8555 Roper Road, Edmonton, AB, T6E 5W1

780-427-1750

Proof of Identity

When making an application, you must prove your identity by showing an acceptable proof of identity document.

Acceptable proof of identity

- The document shown must be the original; faxes and photocopies will be rejected.
- The document must be issued by a provincial, territorial, state or federal government.
- It must contain:
 - a recognizable picture of you;
 - your full name; and
 - a distinctive identification number.
- If the document:
 - has an expiry date, it must currently be valid; or
 - 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 copy of the document in the foreign language;
 - a copy of its English translation; and
 - an affidavit from the translator stating the translation is accurate or a certified translator's declaration.

Examples of an acceptable proof of identity document include a valid driver's license, passport, permanent residency card, etc.

No acceptable proof of identity – using a designated agent's proof of identity

If you do not have an [acceptable proof of identity document](#), you may provide your consent to another person who agrees to provide their identity document on your behalf; they are called your designated agent.

- A designated agent must prove their identity with their own [acceptable proof of identity document](#).
- A designated agent:
 - must be 18 years old or older; and
 - must have known you (the applicant) for at least 1 year.

When using a designated agent, you are still the applicant. You must complete the application form with your own information and sign it as the applicant.

Proof of identity document from a person located in Alberta

- You must show your original [proof of identity document](#).
- When you do not have acceptable proof of identity and you are using a [designated agent](#),
 - you must complete the [Applicant's Consent to Designated Agent](#) at the end of the application form,
 - the designated agent must show their original [acceptable proof of identity document](#) to the registry agent,
 - the designated agent must complete the [Designated Agent's Statutory Declaration](#) at the end of the application form. The statutory declaration must be commissioned or notarized. This can be done in the registry agent office.

Proof of identity document from a person located outside Alberta

- You must complete a [Statutory Declaration for Proof of Identity](#) form.
- When you do not have acceptable proof of identity and you are using a [designated agent](#) who is located outside Alberta,
 - you must complete the [Applicant's Consent to Designated Agent](#) at the end of the application form.
 - the designated agent must complete a [Statutory Declaration for Proof of Identity](#) form.

Completing a Statutory Declaration for Proof of Identity form

When you (or your [designated agent](#) if applicable) are located outside Alberta and cannot appear in person at a registry agent office to show them your acceptable proof of identity document, a [Statutory Declaration for Proof of Identity](#) form must be completed.

- The statutory declaration form must be commissioned or notarized;
- An original [acceptable proof of identity document](#) must be shown to the person who is executing the Statutory Declaration for Proof of Identity form; and
- The original statutory declaration (with original signatures) must be attached to the original application form (with original signatures). Photocopies and faxes will be rejected.

Submitting the Application

Applying from within Alberta

- When you (or your [designated agent](#)) are located within Alberta, take the application form (with original signatures) in person to an Alberta registry agent office. Photocopies and faxes will be rejected.
- To locate an Alberta registry agent office, visit servicealberta.gov.ab.ca/find-a-registry-agent.
- Applications mailed directly to Vital Statistics will be rejected.

Applying from outside Alberta

- When you (or your [designated agent](#)) are located outside Alberta, mail the application form (with original signatures) directly to [Registry Connect](#) or [Alberta Motor Association](#) (for AMA members only). Photocopies and faxes will be rejected.
- Ensure the original [Statutory Declaration for Proof of Identity](#) form with original signatures is attached to the application form.
- Applications mailed directly to Vital Statistics will be rejected.

Processing Time

Under normal circumstances when an application form has been completed correctly and all requirements are met, a birth document is usually processed by Vital Statistics within 3 business days of its receipt from a registry agent. This 3-day period does **not** include mailing/delivery time.

Delivery Options

Vital Statistics will mail a document to the address provided on the application.

- If an alternate address is indicated, that address will be used – there is no charge for mailing documents.

or

- You may make alternate delivery arrangements to pick up the document at the registry agent's office or have it couriered to you – a service fee may apply. Speak with the registry agent for your options.

Picking up documents

When you are picking up your document at a registry agent office,

- you, the applicant, are named on the application; **and**
- you must prove your identity by showing an [acceptable proof of identity document](#) that matches your name as the applicant.

When someone is picking up your document for you,

- provide them with written authorization stating you give your consent for them to pick up your document; **and**
- they will have to prove their identity by showing their own [acceptable proof of identity document](#) that matches the name on the consent document you provide.

There are **no** exceptions to this pickup process.

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: alberta.ca/vital-statistics-forms.

