

Death Certificate Application

Office Use Only - Our File #

APPLICANT'S INFORMATION – PLEASE PRINT

Surname		First and Other Given Names			
Mailing Address (Civic # or PO Box)					
City		Province/State		Country	Postal Code
Daytime Contact Number			Email Address		
Applicant's Signature				Date (MMDDYY)	

DEATH CERTIFICATE DETAILS – INCLUDE FRENCH SYMBOLS IF APPLICABLE

Date of Death	Month	Day	Year	Place of Death – Specify the name of the City, Town, or Village	Province	Nova Scotia	
Surname				First Name			
Second and Other Given Names					<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> X

YOUR RELATIONSHIP TO THE DECEASED

Mother/Parent
 Father/Parent
 Spouse
 Other – Please indicate relationship

Reason certificate required:

CERTIFICATES REQUESTED, FEES AND PAYMENT METHOD – PLEASE INDICATE TYPES AND NUMBER OF CERTIFICATES REQUESTED

	Total Qty.	Fee(s)
<input type="checkbox"/> Short Form - See section 2 on reverse for description of certificate.		\$33.00
<input type="checkbox"/> Long Form - Restricted, subject to Vital Statistics Act. See section 2 on reverse for description of certificate.		\$39.90
<input type="checkbox"/> Photographic Print of Registration - Restricted, subject to Vital Statistics Act. See section 2 on reverse for description of certificate.		\$39.90
<input type="checkbox"/> Optional Courier Fee - This fee provides expedited shipping of certificate(s). The certificate(s) processing time is not expedited.		\$20.00

METHOD OF PAYMENT (Please ✓ box)

Cash (*in person only*)
 Debit Card (*in person only*)
 Cheque
 Money Order
 Visa
 MasterCard
 American Express
 Discover

PAYEE INFORMATION – Complete section below

Name as shown on Credit Card, Debit Card, Cheque, or Money Order _____

Mailing Address (if different than above) _____

Signature _____

Credit Card information to be removed as soon as the credit card payment is processed and the approval number received.

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PLEASE DO NOT PROVIDE CREDIT CARD NUMBER AND EXPIRY DATE IF PAYMENT IS IN PERSON.

Credit Card Number _____ Expiry Date _____

IMPORTANT INFORMATION

1) Who is eligible to apply for a Death Certificate?

Short form death certificates may be released to any person who has a valid reason for requiring the document.

Long form death certificates may be released to:

- a) Next of kin of the deceased.
- b) Executor or trustee of an estate, when the detailed death certificate is required to settle an estate.

Photographic prints of the original registration containing cause of death are released only to next-of-kin, an executor of an estate in selected circumstances, with authorization of the Minister, or a court order.

2) Information provided on Death Certificate:

- a) Short Form Certificate: Full name, sex indicator, date of death, age, place of death, registration number, registration date, and date certificate issued.
- b) Long Form Certificate: Contains all the above information and the following, if recorded on death record: date of birth, place of birth, residence, occupation, marital status, name of spouse, names of parents, attending physician, funeral director, disposition, place of disposition, name of informant, address, and relationship.
- c) Photographic Print of Registration: The photographic copy of the original death registration that contains the medical cause of death.

3) Certificate sizes:

- a) Short Form dimensions are 12.5 cm wide by 17.5 cm high.
- b) Long Form dimensions are 12.5 cm wide by 17.5 cm high.
- c) Photographic Print of Registration dimensions are 21.5 cm wide by 35.5 cm high.

To Avoid Delay:

- See section 1 above to be sure you are eligible to apply.
- Be sure your address and contact information are correct and clearly written.
- Complete all sections **in full** to avoid delays in processing your application. If you have left any of the fields blank, include a letter explaining why.
- It is against postal regulations to send cash through the mail. Payment in Canadian funds should be forwarded by cheque, bank draft, or money order made payable to the Minister of Finance.
- If you are paying by credit card, include the name of the cardholder that appears on the card, mailing address, signature, card number, and expiry date. **NOTE:** Only Visa, MasterCard, and American Express are accepted.
- If payee is different from applicant and payment is being made by debit card, cheque, or money order, include name of payee and mailing address.

Privacy Information: The information on this form is collected under the authority of the Vital Statistics Act (Revised Statutes of Nova Scotia 1989, chapter 494).

Disclaimer: The Government of Nova Scotia cannot guarantee that a Death Certificate with a sex indicator of X displayed will be accepted by organizations in Nova Scotia or other provincial or federal organizations.

Contact Us

Mailing Address:

Vital Statistics
PO Box 157
Halifax, Nova Scotia
B3J 2M9 Canada

Enquiries or to book appointment:

Local: (902) 424-4381
Toll Free: 1-877-848-2578 (Nova Scotia only)
Fax: (902) 450-7313
E-mail: vstat@novascotia.ca

In person service by appointment only:

Vital Statistics office location:
1505 Barrington Street
5S Maritime Centre
Halifax, Nova Scotia
B3J 3K5 Canada

Hours: 8:30 am to 4:30 pm Monday to Friday, except holidays.

Website and ordering online: novascotia.ca/vitalstats
novascotia.ca/vitalstats/fr