

Protected A (when completed)

You can use this form to order [3 kinds of death documents](#):

- Death Certificate
- Certified copy of a Registration of Death
- Certified copy of a Medical Certificate of Death

Eligibility

The following are eligible to order a death certificate and certified copy of a Registration of Death - documents supporting eligibility may be required.

- a) A personal representative (executor or estate administrator) for the deceased person's estate.
 - The applicant must be named in the will or legal document.
 - Attach a copy of the will or legal document to this application.
- b) [Next-of-kin](#)* of the deceased person.
 - 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.
- c) Former spouse or former adult interdependent partner (a term that carries legal meaning similar to common law, but not the same) of the deceased.
 - Proof of the applicant's relationship to the deceased must be provided; for example, a marriage certificate, tax statement or benefit plan showing marital or common law status.
 - Attach the proof of relationship to this application.
- d) A person who was, immediately before the deceased's death a guardian of, or trustee for the deceased.
 - The applicant must be named in the guardianship order or trusteeship document that was active at the time of the person's death.
 - Attach a copy of the guardianship order/trusteeship document to this application.
- e) Relative of the deceased person when the deceased has no living [next-of-kin](#)*.
 - Proof the applicant is related to the deceased person must be provided.
 - Attach a copy of the proof of relationship to this application.
- f) Funeral home representative actively making disposition arrangements for the deceased person.
 - Proof the applicant works for a funeral home must be provided.
 - Attach a copy of the proof to this application.
- g) 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 death is registered) must be named/identified in the court order.
 - Attach a copy of the court order to this application.
- h) Lawyer acting for a person in (a) to (e), (g), or (i) to (k).
 - The lawyer is recorded as the applicant on the application.
 - The lawyer must be applying on behalf of an eligible applicant.
 - Attach a letter to this application advising the category under which the lawyer's client is eligible. The lawyer signs this letter.
 - Attach a copy of the lawyer's valid law society card to this application (the law society card is proof of eligibility - not acceptable as proof of identity).

- 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.
- i) Person who was a joint tenant with the deceased immediately before the deceased's death.
- The applicant must be named in the Land Title document as a joint tenant.
 - Attach a certified copy of the Land Title document to this application.
- j) Public Trustee for the deceased person's estate.
- The applicant must be named in the trusteeship document.
 - Attach a copy of the trusteeship document to this application.
- k) Organization or person with a particular interest concerning the deceased.
- A letter from the applicant (organization/person) explaining their interest is required.
 - Attach a copy of the letter to this application.

Designated Agent

- When an eligible applicant does not have [acceptable proof of identity](#), a designated agent may be used by (a) to (e), and (i) to apply for a death certificate or certified copy of a Registration of Death.
- See [No Acceptable Proof of Identity - Using a Designated Agent's Proof of Identity](#) below for additional details about using a designated agent.

The following are eligible to order a certified copy of the Medical Certificate of Death - documentation supporting eligibility may be required.

- a) A personal representative (executor or personal representative) for the deceased person's estate.
- The applicant must be named in the will or legal document.
 - Attach a copy of the will or legal document to this application.
- b) [Next-of-kin](#) * of the deceased person.
- 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.
- c) Person who was, immediately before the deceased's death, a guardian of, or trustee for the deceased.
- The applicant must be named in the guardianship order or trusteeship document.
 - Attach a copy of the guardianship/trusteeship document to this application.
- d) Guardian of, or trustee for, a person who is [next-of-kin](#) * to the deceased.
- The applicant must be named in the guardianship order or trusteeship document.
 - Attach a copy of the guardianship/trusteeship document to this application.
 - Proof of the next of kin'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.
- e) 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 death is registered) must be named/identified in the order.
 - Attach a copy of the court order to this application.

f) Lawyer for a person in (a) to (e).

- 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 the category under which the lawyer's client is eligible. The lawyer signs this letter.
- The lawyer must be applying on behalf of an eligible applicant.
- 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.

Designated Agent

- When an eligible applicant does not have [acceptable proof of identity](#), a designated agent may be used by (a) and (b) to apply for a certified copy of a Medical Certificate of Death.
- See [No Acceptable Proof of Identity - Using a Designated Agent's Proof of Identity](#) below for additional details about using a designated agent.

*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.

Historical Records

Provincial Archives

8555 Roper Road, Edmonton, AB T6E 5W1

780-427-1750

After 50 years have passed (from a person's date of death), anyone may apply through the [Provincial Archives of Alberta](#) for:

- a copy of the deceased person's Registration of Death; or
- a copy of the deceased person's Medical Certificate of Death.

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 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.

Cost

Payment is made directly to a registry agent when documents are ordered. The cost of documents vary among registry agents; contact them directly for prices.

Processing Time

Under normal circumstances when an application form has been completed correctly and all requirements are met, a death 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.

Protected A (when completed)

This information is collected in accordance with the *Vital Statistics Act* and Regulations. It is required by Vital Statistics to provide a service; 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 vsregistries@gov.ab.ca or 780-427-7013 (toll free 310-0000 within Alberta).

IMPORTANT: To avoid delays, read the [Information & Eligibility](#) page as restrictions apply.

ELIGIBLE APPLICANT'S INFORMATION

Full name of eligible applicant	State your relationship to the deceased
<input type="text"/>	<input type="text"/>
Applicant's email address	Applicant's telephone number
<input type="text"/>	<input type="text"/>
X	
Date signed (month by name/dd/yyyy)	Signature of applicant

APPLICANT'S FULL ADDRESS (must be completed)

Suite/Apartment number	Street address	City/Town	Province/Country	Postal/Zip code
<input type="text"/>				

ALTERNATE MAILING ADDRESS (if different from above)

Suite/Apartment number	Street address	City/Town	Province/Country	Postal/Zip code
<input type="text"/>				

If there is correspondence, send it to: Applicant's Address **OR** Alternate Mailing Address **OR** Applicant's Email Address

TYPES OF DOCUMENTS

Death Certificate Quantity Certified copy of a Registration of Death Quantity Certified copy of a Medical Certificate of Death Quantity

DECEASED'S DETAILS

Last name (at time of death)	Given name(s) (first and all middle)		
<input type="text"/>	<input type="text"/>		
Sex:	Date of death (month by name/dd/yyyy)	Place of death (city/town)	Province
<input type="radio"/> M <input type="radio"/> F <input type="radio"/> X	<input type="text"/>	<input type="text"/>	<input type="text" value="Alberta"/>
Marital status (at time of death)	Age (at time of death)	Date of birth (month by name/dd/yyyy)	
<input type="radio"/> Never Married <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced	<input type="text"/>	<input type="text"/>	
Usual residence (at time of death)			
<input type="text"/>			

USING A DESIGNATED AGENT

Only complete the following Consent and Statutory Declaration sections when **you** do not have an [acceptable proof of identity document](#) and you are using a [designated agent](#) as part of this application.

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 Province/Country Postal/Zip code	of _____ Street address City/Town Province/Country Postal/Zip code
• give my consent to _____ Full name of the designated agent	do solemnly declare:
of _____ Street address City/Town Province/Country Postal/Zip code	• I am 18 years of age or older;
to provide their proof of identity document for me in this application; and	• I am the designated agent for _____; and Full name of the applicant
• have known this person for _____ years.	• I have known the applicant for _____ years.
X	X
Dated _____	Dated _____
Signature of applicant	Signature of designated agent
	Declared before me at _____
	X
	Dated _____
	Signature of notary public/commissioner for oaths
	Print Name
	Expiry Date