

REQUEST FOR DEATH CERTIFICATE

(For deaths which took place in Ontario only)

If you have any questions, please contact the
Office of the Registrar General
189 Red River Road
PO Box 4600
Thunder Bay ON P7B 6L8
Outside Toronto: 1 800 461-2156 or in Toronto: 416 325-8305 or
Fax: 807 343-7459

(THIS SPACE RESERVED FOR OFFICE USE ONLY)

Please PRINT clearly in blue or black ink.

In the context of this form, the word 'Applicant' refers to the person completing this Request.

Applicant Name

First Name

Last Name

Mailing Address

Organization / Firm (if applicable)

Street No.

Street Name

Apt. No.

Buzzer No.

PO Box

City/Town

Province

Country

Postal Code

Telephone Number (including area code)

Ext.

What Information are you Requesting and How much will it Cost?

☐ **Death Certificate (File Size)**

This contains basic information, such as name, date and place of death.

\$15.00 each

Quantity

\$

☐ **Certified Copy of Statement of Death (Long Form)**

This contains all information registered on the Statement of Death including signatures.

\$22.00 each

Quantity

\$

☐ **Certified Copy of Statement of Death and Medical Certificate of Death (Extended Long Form)**

This contains all information registered on both the Statement of Death and Medical Certificate of Death including signatures and cause of death information.

\$22.00 each

Quantity

\$

☐ **Search**

A search results in a letter that either confirms a death registration exists or that there is no registration. If you don't know the exact date of death, choose a year based on information you may have obtained for this purpose, and write it in the space provided for the date. We will search that whole year plus two years before and after, for a total of five years. You may also request a search of additional years, in increments of five years.

Range of years searched _____ to _____

Each 5 years searched

.....\$15.00

\$

Information

If you're sending your payment from anywhere other than Canada, you must pay with an international money order in Canadian funds drawn on a Canadian clearing house, or by VISA, MasterCard or American Express. We will not accept post-dated cheques. We will charge \$35.00 if your

cheque is rejected because of insufficient funds. Please note that fees are subject to change without notice. If you send your request by mail, you can pay by cheque or money order, made payable to Minister of Finance, or by VISA, MasterCard or American Express. At our public counter, you can also pay by cash or debit card.

The Office of the Registrar General holds records for deaths that happened in Ontario during the past 70 years.

To obtain older records, contact:

The Archives of Ontario

134 Ian Macdonald Boulevard
Toronto ON M7A 2C5
800 668-9933
416 327-1600

Your Payment Options

Cheque or Money Order. Please make payable to: "Minister of Finance"

Credit card payment: You must pay by credit card if you are faxing your request to us. Our fax number is: **807 343-7459**.

☐
☐ Visa

☐

MasterCard

☐

American Express

Card Number

Expiry Date (Month / Year)

Name of Cardholder

Signature of Cardholder

Details of Deceased Person

Last Name of Deceased				First Name		Middle Name(s)
Date of Death Year	Month	Day	Sex	Age (at time of death)	Marital Status (at time of death)	Place of Death (City, Town, Village)
If the person was married or in a common-law relationship at the time of death, name of spouse or partner (Last name before marriage)						
				First Name		Middle Name(s)
Mother's Maiden Name (Last Name before marriage)				First Name		Middle Name(s)
Father/Other Parent's Name (Last Name)				First Name		Middle Name(s)

Details of Applicant (If you are only applying for a death certificate, please skip this section.)

If you are applying for a Certified Copy of a Statement of Death and/or a Medical Certificate of Death (Long Form or Extended Long Form), please indicate to which category of entitled individuals (see Instruction #1) you belong:

Next of Kin

☐ Parent ☐ Spouse/Common Law Partner ☐ Child ☐ Sibling

If all of the above Next of Kin are deceased, and you are the Extended Next of Kin (see instruction #1), please indicate your relationship to the deceased person _____

When you request a Certified Copy of Statement of Death, the Office of the Registrar General requires you to certify that you are the Next of Kin or if all the Next of Kin are deceased, you are the Extended Next of Kin.

I, _____, am the _____ of _____. I certify that I am the Next of Kin, or all of the Next of Kin are deceased, and I am the Extended Next of Kin.

Authorized Representative

☐ Authorized Representative of any entitled individual (see Instruction # 2).
Proof of authorization is required and must be attached to the application (see Instruction #3).

Why are You Requesting this Information? (Select One)

☐ pension benefits ☐ insurance ☐ immigration ☐ estate settlement ☐ other (describe) _____

I authorize the Office of the Registrar General to issue the requested document/information, and consent to the Ministry of Government Services collecting information about myself and the person(s) named on the Record from such other sources as may be necessary to verify the information on this form and my entitlement to the service required, and to the disclosure of such information to the Ministry of Government Services. I am aware that it is an offence to wilfully make a false statement on this form.

Signature of Applicant	Daytime Telephone Number (including area code)		Date Signed		
		Ext.	Year	Month	Day

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1990, c.V.4 and will be used to provide certified copies, extracts, certificates, or search notices and to verify the information provided and your entitlement to the service requested and for security and law enforcement purposes. It is an offence to wilfully make a false statement on this form. Questions about this collection should be directed to: The Deputy Registrar General, Office of the Registrar General, 189 Red River Road, PO Box 4600 Thunder Bay ON P7B 6L8. Telephone Outside Toronto: 1 800 461-2156 or in Toronto: 416 325-8305 or Fax: 807 343-7459.

Instruction #1

Next of Kin are entitled to apply for a Certified Copy of a Statement of Death and/or a Medical Certificate of Death. Next of Kin include: *Spouse, **Common Law Partner, Mother, Father / Other Parent, Daughter, Son, Sister, and Brother.

If all of the above individuals are deceased, the Extended Next of Kin may apply. Extended Next of Kin include: Grandmother, Grandfather, Aunt, Uncle, First Cousin, Niece, Nephew or Grandchild.

*Spouse means either party to a marriage.

**Common Law Partner means two people living together continuously in a conjugal relationship outside of marriage for a period of no less than 3 years or two people who have lived together in a relationship of some permanence if they are the parents of a child.

Instruction #2

Authorized Representatives include an estate trustee, an executor or administrator, a person with power of attorney or a person with legal guardianship acting on behalf of the deceased or an entitled individual.

Instruction #3

Proof of Authorization includes a certificate of appointment of estate trustee, letters of administration, a will, proof of power of attorney and proof of legal guardianship.

Mail the Completed Request to:
The Office of the Registrar General
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Thunder Bay ON P7B 6L8
Fax: 807 343-7459

If you require faster service than 6-8 weeks, please apply online at www.serviceontario.ca