



# Consent Form

for Agent or Authorized Person  
to apply for Birth or Marriage Certificate

I \_\_\_\_\_ authorize that \_\_\_\_\_ can apply and obtain  
(Subject named on certificate) or (Applicant stated on order)  
(Parent named on birth certificate if child is under the age of 19)

the  Birth  Marriage/Death certificate as requested.

I have known the person on whose behalf I am acting for at least one (1) year, and I understand the third party will only use this information for the purposes of this application and the information will not be kept without my direct consent.

Order Reference Number \_\_\_\_\_  
Required on mailed, faxed or emailed Consent forms only

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of subject named on certificate or  
Signature of Parent named on Birth Certificate if child is under the age of 19

\_\_\_\_\_  
Date

If you are acting on behalf of an individual who has provided you with authorization to order their certificate under Section 30 or 31 of the **Vital Statistics Act, 2009**, you must provide their consent in order to complete the online order request.

### General Instructions

- Step 1: Type your information directly into the form and then print it.
- Step 2: Ensure the subject named on the certificate (or parent named on the certificate if the child is under the age of 19) signs the Consent Form.
- Step 3: Create an electronic image of the completed form:
  - scan and save in PDF format or
  - create a JPG photo image.
- Step 4: Submit your completed Consent Form:
  - Upload your file containing your completed Consent Form during the online ordering process.
  - Alternatively, you may email the completed form to [vstats@gov.nl.ca](mailto:vstats@gov.nl.ca) or fax to 709-729-0946, or send by mail to Vital Statistics Division.
  - Consent forms submitted by mail, email or fax **MUST** include your Order Reference Number.

**NOTE: Your order will not be processed until your Consent Form has been submitted and received.**

### Privacy Notice

Personal information contained on the Application for Service request and this form, is collected under the authority of the **Vital Statistics Act, 2009**. The information provided will be used to fulfill the requirements of the **Vital Statistics Act, 2009** for the release of birth/marriage information. If you have any questions about the collection or use of this information, please contact Vital Statistics Division.