

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

Applicants applying from within Alberta

If you are applying from within Alberta, you must complete this application and apply in person at an authorized Alberta registry agent office. Applications mailed directly to Vital Statistics WILL NOT be processed. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>

- You must present acceptable proof of identity to the registry agent in person.
- Ensure you are eligible to apply. (See *Eligibility Information below for details*)
- There is a government fee of \$20.00 for each marriage search letter, plus a registry agent service fee.

Applicants applying from outside of Alberta

If you are not in Alberta and cannot apply in person, you may apply by mail however additional requirements confirming your identity are required before your application can be approved for processing (See *Instructions for Applying by Mail below*). To order a marriage search letter for events that occurred outside of Alberta, contact the province/territory/country where the marriage took place.

Applying by Mail

If you are located outside of Alberta and need to apply for a marriage search letter, you must include the [Proof of Identity](#) document with your application. All applications for people applying from outside of Alberta must be submitted directly to [Registry Connect](#) or [AMA](#) for AMA members only. All documents submitted must have original signatures. Applications sent directly to Vital Statistics will not be processed.

Eligibility Information for a Marriage Search Letter

You may only search yourself as a spouse. You CANNOT search anyone else.

Contents of a Marriage Search Letter

Marriage search letters will only confirm if a marriage is registered or not registered with Vital Statistics. No other information will be provided. Searches are conducted using the criteria you provide on the application. You do not have to provide a date range for a search as all marriage records that have been registered with Alberta Vital Statistics will be searched for one fee. Records prior to 1998 may or may not be included in the results due to system limitations.

Proof of identity is required

When ordering a marriage search letter, you must present an acceptable proof of identity document. This document must be issued by a provincial or federal government. It must contain a recognizable photograph, your full name and a distinctive identification number. If the document has an expiry date, the document must currently be valid. If the document has no expiry date, then it must have been issued within the last 5 years. If the document is in a language other than English, you must provide a notarized English translation including an affidavit from the translator stating the translation is accurate. If the identification provided is not in the name that shows on the record being searched, you must provide proof that you are the same person being searched. *Eg: identification is in a married name and a search is requested in the maiden name.*

A designated agent cannot be used to apply for a marriage search letter as your identification is used to prove your eligibility for the marriage search letter.

Application processing time

Under normal circumstances when the application has been completed correctly and there are no further requirements, marriage search letters are usually processed within 3 business days after the registry agent submits your request to Vital Statistics.

Delivery options for search letters

- By mail to the address provided on the application - No extra charge.
- To the registry agent office, if they offer call box service. Arrangements must be made with the registry agent office - A registry agent service fee may apply.
- To the Government call box in Edmonton or Calgary for rush or emergency situations only - No extra charge.

NOTE: Documents cannot be picked up without acceptable proof of identity (see above). Search letters will ONLY be released to you as named on the application. If someone else is picking up your document on your behalf, you must provide them with a written letter of authorization and they will provide their own acceptable proof of identity. **There are no exceptions.**

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 our website <http://www.servicealberta.gov.ab.ca/family-and-life-events.cfm>



Application for Marriage Search Letters

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

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PRINT CLEARLY - The information you provide will be used to process your request and mail the Marriage Search Letter(s) requested below.

ELIGIBLE APPLICANT'S INFORMATION (Complete all areas of this section in full)

| | | | | |
|---|-------------------------|--|------------------------|-----------------|
| Full Name of Eligible Applicant (See Eligibility Information on page 1) | | State Your Relationship to Person Named in the Search Letter | | |
| | | Only the applicant is eligible to search their own name | | |
| Suite/Apt No. | Complete Street Address | City/Town/Village/Hamlet | Province/Country | Postal/Zip Code |
| Applicant's Phone No. (Daytime) | | Applicant's Email Address | | |
| Mail Search Letter to: | | Date Signed | Signature of Applicant | |
| <input type="radio"/> Applicant's Address h | | <i>Month/Day/Year</i> | X | |
| <input type="radio"/> Alternate Address i | | | | |

ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE (If this section applies, please complete in full)

| | | | | |
|--|-------------------------|--------------------------|------------------|-----------------|
| C/O Name (if different from applicant) | | | | |
| Suite/Apt No. | Complete Street Address | City/Town/Village/Hamlet | Province/Country | Postal/Zip Code |

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MARRIAGE SEARCH DETAILS The information you provide above must be complete to ensure a successful search.

| | | |
|----------------------|-------------------------|----------------------------------|
| Your Last Name | Your Given Name(s) | Marriage Search Letter Quantity: |
| Your Date of Birth | Your Place of Birth | |
| <i>Month by name</i> | <i>Province/Country</i> | |
| <i>Day</i> | | |
| <i>Year</i> | | |

A Designated Agent Cannot be Used for This Product

NOTE: The applicant must have acceptable identification for a search letter. See page 1 of this application. Search letters will be mailed directly to the address selected above unless other arrangements have been made with the registry agent office. Documents cannot be picked up without acceptable proof of identity. See page 1 of this application. **No exceptions.** Marriage search letters will ONLY be released to the applicant named on this application. If someone else is picking up the document on behalf of the applicant, a written letter of authorization must be provided and the authorized person must present their own acceptable proof of identity.