

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

You may request a marriage search letter if you are eligible. A marriage search letter will only confirm if a marriage is, or is not, registered with Alberta Vital Statistics. No other information is provided. Only the information you provide on this application is used to conduct the search. Do not provide a date range for a search, as all marriage records are searched for the one government fee. Records prior to 1998 may, or may not, be included in the results due to system limitations. To search marriages records outside Alberta, contact the applicable province/territory/country as Alberta cannot access records outside of Alberta.

Eligibility

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

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. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>.
- Applications mailed directly to Vital Statistics will be rejected.

Applying from outside Alberta

- If you are located outside Alberta, you must send this original application with an original signature (faxes and photocopies will be rejected) directly to Registry Connect or AMA (Alberta Motor Association) (for AMA members only).
- Applications mailed directly to Vital Statistics will be rejected.

Proof of Identity

When ordering a marriage search letter from within Alberta, you must present an acceptable proof of identity document in person at a [registry agent office](#) or [AMA office](#) (for AMA members only).

- It must be issued by a provincial, territorial, state or federal government.
- It must contain
 - a recognizable picture of you
 - your full name
 - a distinctive identification number
- If the document
 - has an expiry date, it must be currently 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 the English translation
 - An affidavit from the translator stating the translation is accurate.
- If the identification provided is not in the same name that shows on the record being searched, you must provide proof that you are the same person being searched. For example, your identification is in your married name and you want the search to use your maiden name - you can provide a copy of your marriage certificate to show how the 2 names are connected.

Designated Agent

If you do not have an acceptable proof of identity document, you may provide your consent to another person who agrees to show their acceptable proof of identity and apply on your behalf; they are called your designated agent. A designated agent

- must be 18 years old or older, **and**
- must have known you for at least 1 year

When designating another person to submit your application,

- you are still the applicant. You must complete all this application form with your personal information and sign it.
- you must complete the Applicant's Consent to Designated Agent at the bottom of the application form.
- your designated agent must complete the Designated Agent's Statutory Declaration also at the bottom of this form. The statutory declaration must be commissioned/notarized.
- Your designated agent must present your original application (photocopies and faxes will be rejected) and their acceptable proof of identity in person at a registry agent office.

Outside Alberta

- If you are located outside Alberta, your acceptable proof of identity is provided with a [Statutory Declaration for Proof of Identity](#), rather than in person.
- If you are using a designated agent located outside Alberta, they must provide their acceptable proof of identity with a [Statutory Declaration for Proof of Identity](#).
- A statutory declaration
 - must be completed using an acceptable proof of identity document.
 - must be commissioned/notarized.
 - must be the original statutory declaration with original signatures (photocopies and faxes will be rejected).
 - must be submitted with the application form.

Processing time

Under normal circumstances when an application form has been completed correctly and all requirements are met, a marriage search letter is usually processed within 3 business days of its receipt by Vital Statistics. This does not include the mailing time.

Delivery options

- Vital Statistics will mail the marriage search letter to the address provided on this application – there is no extra charge.
- You may make alternate arrangements with a registry agent or AMA office to pick it up there – a service fee may apply.

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 for you 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>

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).

For all application requirements, see the first page as restrictions apply.

PRINT CLEARLY - The information you provide is used to process your application and send your Marriage Search Letter(s) to you.

ELIGIBLE APPLICANT'S INFORMATION (see Eligibility on page 1)

Full Name of Eligible Applicant				State Your Relationship
				Self
Suite/Apt No.	Complete Street Address	City/Town	Province/Country	Postal/Zip Code
Applicant's Telephone Number	Applicant's Email Address		Mail Search Letter to:	
			<input type="radio"/> Applicant's Address <input type="radio"/> Alternate Address	
			(above) OR (below)	

X

Date yyyy-mm-dd

Signature of Applicant

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	Province/Country	Postal/Zip Code

MARRIAGE SEARCH DETAILS (complete the following information in full as this information is used to conduct your search)

Your Last Name		Your Given Name and all Middle Names				
Quantity	Marriage Search Letter	Your Date of Birth	Year	Month	Day	Your Place of Birth (City/Town)