

## VITAL STATISTICS AGENCY GUIDELINE TO COMPLETE THE APPLICATION FOR AN ORDER AUTHORIZING DISINTERMENT

Pursuant to Section 23 of *The Public Health Act*, a Minister's Order Authorizing Disinterment must be obtained whenever a body is to be disinterred from a building, cemetery or other place. **An Order Authorizing Disinterment is not required for human remains that have been cremated.**

Following is a guideline to complete an application for an Order Authorizing Disinterment:

- < The applicant must be the immediate next-of-kin and must swear before a Commissioner for Oaths (or Notary Public if sworn outside Manitoba) that he/she has obtained consent from all immediate surviving next of kin of the deceased and that the information provided on the application is correct.
- < The relationship of the applicant to the deceased person must be indicated on the application. Only the immediate next-of-kin may apply.
- < It is the applicant's responsibility to obtain a signature on the cemetery consent portion of the Application for Disinterment of a signing authority for the cemetery where the deceased is presently interred.
- < An application for a certified copy of the Registration of Death must be completed and submitted to the Vital Statistics Agency along with the application for an Order Authorizing Disinterment. If the death occurred outside Manitoba, application and fee payment must be made to the jurisdiction in which the death occurred.
- < The required fee for an Order Authorizing Disinterment is \$50, which includes the application for a certified copy of the Registration of Death for deaths which occurred in Manitoba. The fee is payable in advance by cheque or money order in favor of the Minister of Finance.

Your Application for Disinterment will be considered for approval upon making proper application to the Vital Statistics Agency. Please be aware that specific causes of death may present a health risk if a disinterment occurs, and these applications will require review by the Chief Medical Officer of Health and/or the Chief Medical Examiner before a disinterment can be approved. Staff of the Vital Statistics Agency will advise the applicant if there will be a delay as the result of such a review.

Once the Application for Disinterment is approved, Agency staff will release an Order Authorizing Disinterment and a Re-Burial Permit at which time arrangements for the disinterment may proceed. There is no deadline on an Order Authorizing Disinterment, therefore the disinterment can take place at any time. Upon completion of the disinterment, however, the Re-Burial Permit must be returned to the Vital Statistics office so that the burial place shown on the Registration of Death can be amended.

If you have any questions regarding this matter, please do not hesitate to contact the Vital Statistics Agency at 945-4333.

# APPLICATION FOR AN ORDER AUTHORIZING DISINTERMENT

Name of Applicant \_\_\_\_\_  
(must be immediate next-of-kin)

Address \_\_\_\_\_

Name of Deceased Person \_\_\_\_\_

Currently Interred: Name of Cemetery \_\_\_\_\_

Location of Cemetery \_\_\_\_\_

Site of Re-Interment: Name of Cemetery \_\_\_\_\_

Location of Cemetery \_\_\_\_\_

Applicant's Relationship to Deceased Person \_\_\_\_\_

Reason for Disinterment \_\_\_\_\_

I request authority to have the aforementioned decedent disinterred and re-interred as indicated above. I have obtained the consent of all immediate surviving next of kin of the deceased.

AND I MAKE this solemn declaration conscientiously believing it to be true and knowing it to be of the same force and effect as if made under oath and by virtue of *The Manitoba Evidence Act*.

Declared before me in the city \ town \ village \_\_\_\_\_ )  
of \_\_\_\_\_ )  
in the Province of \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Signature of a Barrister-at-law entitled to practice in the Province of Manitoba; a Notary Public; Magistrate; or a Commissioner for Oaths

Name in Print \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## CONSENT OF THE OWNER \ PERSON HAVING LEGAL CUSTODY OF THE BUILDING \ CEMETERY \ PLACE OF INTERMENT

I, \_\_\_\_\_, the owner \ person having legal custody or charge of the building \ cemetery \ place of interment in which the body of the said herein named deceased person is presently buried, hereby consent to the disinterment and re-interment thereof, as set out in said application.

Dated at the city \ town \ village of \_\_\_\_\_ in the Province of Manitoba,

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DESIGNATION\POSITION OF SIGNATORY

To be mailed to:

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Business Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Reason for Application \_\_\_\_\_

File number:

Language Preferred

English

French

**FEE - \$25 EACH**

**PERSON ENTITLED TO THIS INFORMATION**  
(See reverse for who is entitled to receive certificates)

Birth Certificate: yourself or a parent or a guardian. Marriage certificate: yourself, or a child or parent if both parties are deceased.

X \_\_\_\_\_  
Signature of entitled person

\_\_\_\_\_   
Print name of entitled person

\_\_\_\_\_   
Your relationship to person named on certificate

**AUTHORIZED REPRESENTATIVE**

Anyone who has written authorization of the person who is entitled to obtain the requested information.

X \_\_\_\_\_  
Signature of person authorized to obtain this information

\_\_\_\_\_   
Print name of authorized person

**IMPORTANT**  
Please attach written authorization of the entitled person if the signature has not been given on this application.

**BIRTH**

Last name (give MAIDEN name if certificate is for a married woman) \_\_\_\_\_ Given names \_\_\_\_\_ Sex \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ MANITOBA

MONTH | DAY | YEAR

Last name of father \_\_\_\_\_ Given names \_\_\_\_\_ Place of birth\* (City/Province) \_\_\_\_\_

Maiden name of mother \_\_\_\_\_ Given names \_\_\_\_\_ Place of birth\* (City/Province) \_\_\_\_\_

Size and number of certificate(s) required  Small  Large  Restricted photocopy

**MARRIAGE**

Last name of party at time of marriage \_\_\_\_\_ Given names \_\_\_\_\_ Place of birth\* (City/Province) \_\_\_\_\_

Last name of party at time of marriage \_\_\_\_\_ Given names \_\_\_\_\_ Place of birth\* (City/Province) \_\_\_\_\_

Date of marriage \_\_\_\_\_ Place of marriage \_\_\_\_\_ MANITOBA

MONTH | DAY | YEAR

Size and number of certificate(s) required  Large  Restricted photocopy

\*If place of birth is outside North America, give the name of the country

**DEATH**

Last name of deceased \_\_\_\_\_ Given names \_\_\_\_\_ Sex \_\_\_\_\_

Date of death \_\_\_\_\_ Place of death \_\_\_\_\_ MANITOBA Age \_\_\_\_\_

MONTH | DAY | YEAR

Size and number of certificate(s) required  Large  Restricted photocopy

**PAYMENT (see fee schedule on reverse)**

Cash or Debit card (in person only)  Cheque or Money Order (payable to Minister of Finance) Total amount enclosed \$ \_\_\_\_\_

Visa  MasterCard Card number \_\_\_\_\_ Expiry date (m/y) \_\_\_\_\_

X \_\_\_\_\_   
Cardholder's signature \_\_\_\_\_ Print name of cardholder \_\_\_\_\_

# IMPORTANT INFORMATION

Complete the appropriate sections *in full*.

Incomplete applications or those with insufficient payment will be returned.

Documents can be issued only if the birth, marriage or death occurred in Manitoba.  
Certificates contain information extracted from the original registration filed at our office.

## CERTIFICATES

Birth certificates for married persons are issued in the maiden name. Please provide your **maiden** name on the application.

## BIRTH

Issued in two sizes and contain the following information:

**Small** - 3<sup>3</sup>/<sub>4</sub> x 2<sup>1</sup>/<sub>2</sub> in. (9.5 x 6.4 cm)

Name, date and place of birth, sex, registration date and number

**Large** - 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm)

Name, date and place of birth, sex, parents' names, registration date and number

## MARRIAGE

Issued in large size only 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm) and contains the name, birthplace and sex of each party, the date and place of marriage, registration date and number.

## DEATH

Issued in large size only 8<sup>1</sup>/<sub>2</sub> x 7 in. (21.6 x 17.8 cm) and contains the name of deceased, date and place of death, age, sex, registration date and number.

## RESTRICTED PHOTOCOPY

Is a certified photocopy of the original registration of the event and contains all the information that appears on the registration with the exception of the Registration of Death, which does not show the cause of death. (Cause of death is restricted to adult **next-of-kin only and is not disclosed unless specifically requested and reason given**).

## COMMEMORATIVE CERTIFICATES

In addition to the official birth or marriage certificates, the Vital Statistics Agency offers commemorative birth or marriage certificates under the Treasured Event® theme. These large 11" x 14" beautifully designed certificates are not legal documents but rather are intended for framing and are sure to be family treasures for many years to come. For further information, please contact the Vital Statistics Agency.

## NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information requested on this form is collected pursuant to the *Vital Statistics Act* to fulfill the requirements for the release of birth, marriage and death information. If you have any questions regarding the collection or use of this information, please contact the Director of the Vital Statistics Agency at the address below.

## WHO IS ENTITLED TO RECEIVE CERTIFICATES

### Birth

- You, if the application is for your own certificate
- Parents named on the record of a child.
- Guardian (must submit guardianship papers)
- A representative with written authorization of a) b) or c) above\*

### Marriage

- Either party to the marriage
- The children or parents if both parties are deceased
- A representative with written authorization of a) or b) above\*

\*Written authorization of person entitled to certificate must accompany the application.

### Death

- Any person with a valid reason
- Only next-of-kin may obtain a certified photocopy of a death registration

## FEES (Subject to Change without Notice, please check our Web-Site for current Fee Schedule)

> Each certificate or certified photocopy	\$25
> RUSH service (includes certificate and courier costs.)	
- for Canadian destinations	\$60
- for US destinations	\$70
- for International destinations	Upon Request

*Rush services are processed within 24 hours of receipt of application and sent out by courier.*

**NOTE:** Personal cheques, unless certified, will **NOT** be accepted for RUSH services

> Service charge on returned cheques (NSF, etc.). \$20

Payment must be made in Canadian funds by cheque or money order made payable to **Minister of Finance**, or by credit card. Applicants living outside of Canada must pay by **International money order or credit card**.

Please ensure you order the right type and size of certificate required for your purposes. Certificates will **NOT** be exchanged.

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## Address

Vital Statistics Agency  
254 Portage Avenue  
Winnipeg, MB R3C 0B6

## Inquiries

Telephone: (204) 945-3701  
Toll-free (within Man. only): 1-800-282-8069 ext. 3701  
Service en français : (204) 945-5500  
Fax: (204) 948-3128  
E-mail: vitalstats@gov.mb.ca  
Web-Site: www.gov.mb.ca/cc/vital