



Application for Substituted Registration of Birth on Adoption

Instructions:

1. This application form is to complete a *Substituted Registration of Birth on Adoption* for a Manitoba born person (only).
2. Print clearly using black ink. Do not use correction fluid or tape on any of the documents. If you make an error, strike out the incorrect information and then write the correct information above or below the error. Initial every change you make on the form.
3. Your application will not be processed if required sections are incomplete or pages are missing.
4. Supporting documents must be in English or French. Documents in other languages must be certified/notarized copies of the original, translated into English or French by a certified translator.
5. Submit your application form, all supporting documents and payment to Vital Statistics Agency:

Deliver in person

8:30 am - 4:00 pm Monday to Friday (office closes at 4:30 pm)

or

Send by registered mail to

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

NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information on this form is collected for the purpose of completing a substituted registration of birth on adoption under section 10 of *The Vital Statistics Act*. If you have questions about the collection or use of this information, please contact Vital Statistics Agency.

Inquiries

Telephone:	204-945-3701
Toll-Free (within Canada)	866-949-9296
E-mail:	vitalstats@gov.mb.ca
Web-Site:	http://vitalstats.gov.mb.ca
Address:	254 Portage Avenue, Winnipeg MB R3C 0B6

Available in other formats upon request
Disponible en français

ELIGIBILITY

- A *Substituted Registration of Birth on Adoption* is only for Manitoba-born individuals who have been adopted.
- If this application is regarding a child that was adopted in Manitoba, but born elsewhere, contact the jurisdiction of the child's birth to determine whether the original birth registration can be substituted to reflect an adoption that occurred in Manitoba. Do not proceed with this application.

SECTION A: APPLICANT INFORMATION AND PROOF OF IDENTITY

APPLICANT'S PROOF OF IDENTITY

- The applicant is a parent named in the child's *Adoption Order*, and must provide proof of his or her current identity.
- To prove identity submit a notarized/confirmed copy of the applicant's *identity document*. The *identity document* must:
 - be valid and issued by a government body
 - have a distinct identification number
 - include your photograph
 - show your full current name
 - have an expiry dateExamples: Manitoba driver's licence, Canadian passport, Certificate of Indian Status card, Permanent Resident card
- To notarize/confirm an *identity document*:
 - A. Select an individual authorized in *The Evidence Act* of Manitoba. The following are some examples:
 - A commissioner for oaths (available at the Vital Statistics Agency if this application is delivered in person)
 - A Manitoba justice of the peace or the judge of any court in the province
 - A lawyer authorized to practice in Manitoba
 - A notary public appointed for Manitoba
 - A mayor, reeve, or clerk of any Manitoba municipality
 - A secretary-treasurer of any Manitoba school district or school division
 - The postmaster of any post office in Manitoba
 - A member of the Royal Canadian Mounted Police
 - A commissioned officer in the Canadian Forces who is on full time service
 - B. Ask the authorized individual to confirm or notarize your identity document as follows:
 - Present your original and the photocopy to the authorized individual.
 - Ask the authorized individual to compare your original with the copy, and then write the following on the copy:

"I (print authorized individual name) , confirm that I compared the particulars on the original document to the applicant and confirm this is a true copy of the (document type and number) issued to (applicant's name as shown on document) ." (Authorized individual signature).
- Ask the authorized individual to sign the statement.

Enclosed ☐ Confirmed/notarized copy of *identity document*

OFFICE USE ONLY

Identity Document Type:

Document Number:

APPLICANT NAME

- The applicant name should match the name of an adoptive parent named in the current *Adoption Order* for the adopted child and the name on the applicant's *identity document*.

Last Name

First Name

Middle Name(s)

SECTION B: APPLICANT CONTACT INFORMATION

APPLICANT CONTACT AND MAILING INFORMATION				
Unit Number	Street Number	Street Name	PO Box	City/Town
Province		Country	Daytime phone number(s) _____ - _____ - _____ _____ - _____ - _____	
Postal Code	Email Address			

SECTION C: INFORMATION ABOUT ADOPTED CHILD

CHILD'S BIRTH INFORMATION	
Write the child's information as it appeared on the child's <i>Registration of Birth</i> before adoption	
Last name	
First Name	Middle Name(s) on Name Document
Date of Birth	Sex
Month Day Year	☐ Male ☐ Female
Place of Birth (Include city/town, province/state, and country)	

CHILD'S POST-ADOPTION INFORMATION																			
Write the child's information as it appears on the current <i>Adoption Order</i>																			
Last Name																			
First Name										Middle Name(s) on Name Document									
Date of <i>Adoption Order</i>										Legal counsel listed on <i>Adoption Order</i>									
Month Day Year										Name Phone number									
<i>Adoption Order</i> number																			

SECTION D: INFORMATION ABOUT ADOPTIVE PARENT(S)

MOTHER OR PARENT 1 INFORMATION

- The information you write here will appear on the *Substituted Registration of Birth*

Legal Last Name **Maiden Last Name** (if never married, write current legal last name again)

First Name **Middle Name(s) on Name Document**

Date of Birth

First Nations Information

____/____/____
Month Day Year

Band Name _____
Treaty No. _____

Place of Birth (Include city/town, province/state, and country)

FATHER OR PARENT 2 INFORMATION

- The information you write here will appear on the *Substituted Registration of Birth*

Last Name **Maiden Last Name** (if never married, write current legal last name again)

First Name **Middle Name(s) on Name Document**

Date of Birth

First Nations Information

____/____/____
Month Day Year

Band Name _____
Treaty No. _____

Place of Birth (Include city/town, province/state, and country)

SECTION E: FEES

SUBSTITUTE REGISTRATION FEES

- Substituted registration on adoption fee:.....\$30.00 ea
- If you want a birth certificate showing post-adoption information (if the birth occurred in Manitoba*).....\$30.00 ea
A separate *Application for a Manitoba Birth Document* must be submitted along with this application form. \$60.00

*If the adopted child was born outside Manitoba, contact the child's jurisdiction of birth to determine whether the original birth registration can be substituted to reflect an adoption that occurred in Manitoba.

Checked: _____
Entered: _____
Reg. # _____

Office Use Only