

Need a Long Form Birth Certificate?

The Ontario Registrar General Branch has agreed to provide an expedited process for sending long (extended) form birth certificates for births that occurred in Ontario.

This special consideration will remain in place until February 28, 2005. At present there is no extra charge for this process but the waiver of an extra charge is not guaranteed for the entire time period.

How to use the expedited process

[Print out this letter.](#)

Attach this letter to the front of your application for “Certified Copy of Birth Registration”. (The “Application for Enrolment as an Algonquin Elector” on this website shows how to obtain an application form for “Certified Copy of Birth Registration.” See Appendix A1.a .)

What you can do to speed up the process

1. Make sure that your application for “Certified Copy of Birth Registration” (long form) is filled out completely and accurately. Missing or inaccurate information will slow down the process.
2. Fill out the guarantor section carefully. This can be a person who has known you for any two-year period. Make sure you give a number where the guarantor can be contacted.
3. Check off the box that shows you are asking for “Certified Copy of Birth Registration.”
4. Make sure you include your daytime phone number.
5. Attach the regular fee (\$35).
6. After printing it out attach a copy of the above-noted letter to your application when submitting it.
7. You can ask that the certified copy of birth registration be sent directly to the enrolment officer at:

JOAN HOLMES & ASSOCIATES, INC.
7 Hinton Ave. North, Suite 200
Ottawa, Ontario K1Y 4P1

Should you require any further information on this issue, please call Joan Holmes at 613.722.7675 or the information line 1.877.287.4570.