To improve historical Vital Statistics access and service, all vital statistics requests and payments are being made through the Provincial Archives of Alberta’s online payment system.

The following is a step-by-step guide to ordering historical vital statistics events from the Provincial Archive of Alberta. Please note a vital statistics event is a birth, stillbirth, marriage or death.

**Step 1 – Using the indexes**

- Use the vital statistic indexes, [https://provincialarchives.alberta.ca/how-to/find-birth-marriage-and-death-records](https://provincialarchives.alberta.ca/how-to/find-birth-marriage-and-death-records), to find information about a person’s birth, stillbirth, marriage or death.
- Record the information you find – registration number, person’s name, year of event, and place of event.
- **Note:** there is a time limit for ordering records in the online store; it is important that you are prepared with all your research information in order to complete your request.

**Step 2 – Selecting Format**

- From the [Sales Home – Vital Statistics Request](https://provincialarchives.alberta.ca/how-to/find-birth-marriage-and-death-records) page,
  - Select the **type of record** that you require (i.e. birth, death, marriage or stillbirth); and
  - Click **purchase** on your desired format (digital or photocopy).
Step 3 – Selecting Quantity (of one event)

- On the Select Quantity page,
  - Use the drop down menu to select the **number of registrations** overall or in total that you would like to order, i.e. how many death records (not copies) do you need?
    - If you need 1 death record, select 1 from the drop down list;
    - If you need 50 death records overall or in total, select 50 from the drop down list.
  - Then click **add to order**

- Note: at this step, you can only select the number of registrations that you need for **one event** (e.g. death records).
Step 4 - Adding Items (Use this step if you would like to order multiple events)

- On the *Your Order page*, you have the option of adding additional items or additional events to the same order.
- Select **Add Additional Items**.

- Once you have selected **Add Additional Items**, you will be taken to the *Select an Item page*. 
Choose **Vital Statistics Request** from the left hand list of categories. It is the last category in the list.

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**Step 4b – Removing Items**

- You have added an item that you do not need; this step explains how to remove it.
- On the **Your Order page**, you have the option of removing additional items by clicking on the red \( x \).
Step 5 – No Changes

- On the Your Order page, if no additional records are to be added and there are no other changes to be made,
  - Select the shipping method and
    - For photocopies, there are two shipping methods offered, Mail – Domestic or Mail – International. Please select one.
    - For digital copies, there is one shipping method offered, E-mail (digital copy only). Please select this.
  - Click on continue to move to the next page.

Step 6 – Information about the Record – Name of Person

- On the Participant Name page, enter the person’s name (i.e. Emily Murphy) whose record you are ordering (not your name)
Each request will have a separate box.

Once you have added the name that appears on the registration, click continue.

Step 7 – Information about the Record

- On the Info About page, enter the record information: registration number, event year, event location, and other names associated with the event.
  - All information is located in the indexes found on the PAA’s website.
  - Click on each box for further information.
  - Once information is added, click continue.
Step 8 – Account Selection

- On the Select Your Account page, to complete the transaction,
  - sign in to your existing account using your user name and password or
  - create a new account, under New Customers.
Step 9 – Check out and Purchase

- On the Checkout page, you have the option to **edit order** or **purchase additional items**.

  ![Checkout Page](image)

  - **Edit Order** will return you to the **Your Order** page and you will need to enter **all information** about the record again.
  - If editing is not required, click **continue to secure payment form**.

Step 10 – Email Response

- Once you have entered and submitted your payment information, you will receive an automated email:
  
  *Thank you. The Provincial Archives of Alberta has received your payment. When your order is completed, you will be mailed or emailed to you as requested.*

- Your request is completed in the order it was received; requests received on a regular business day should be processed, mailed or emailed, by the next business day.