

A Quick Guide to Ordering Multiple Historical Vital Statistics from the Provincial Archives of Alberta

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.

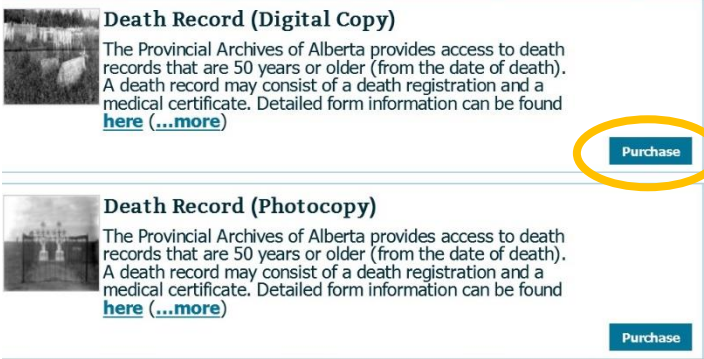
The following is a step-by-step guide to ordering multiple records for multiple vital statistics events from the Provincial Archive of Alberta. Please note a vital statistics event is a birth, stillbirth, marriage or death.

Step 1 – Using the indexes

- Use the vital statistic indexes, <https://provincialarchives.alberta.ca/how-to/find-birth-marriage-and-death-records>, 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](#) 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).



Death Record (Digital Copy)
The Provincial Archives of Alberta provides access to death records that are 50 years or older (from the date of death). A death record may consist of a death registration and a medical certificate. Detailed form information can be found [here \(...more\)](#)


Death Record (Photocopy)
The Provincial Archives of Alberta provides access to death records that are 50 years or older (from the date of death). A death record may consist of a death registration and a medical certificate. Detailed form information can be found [here \(...more\)](#)

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)

[Sales Home](#) **Quantity Selection**

Select Quantity



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 Select ([...more](#))

Select Quantity

Public Pricing

VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVE:



Step 4 - Adding Items (Use this step if you would like to order multiple events)

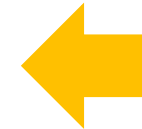
On the *Your Order* page, you have the option of adding additional items or additional events to the same order.

Select **Add Additional Items**.

[Sales Home](#) **Your Order**

Your Order

Item	Type	Quantity	Price	Total
Death Record (Digital Copy)	Vital Statistics Digital Copy (E-mail delivery)	3	\$5.25	\$15.75 ✖
Total: \$15.75 CDN				
GST Included: \$0.75				



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.

The screenshot displays an online store interface. On the left, under the heading "Select An Item", there are five product listings, each with a small image, a title, a description, and a "Purchase" button. The items are: "100dpi RESEARCH PHOTO", "300dpi PHOTO", "600dpi PHOTO", "A JOYFUL HARVEST", and "ACID-FREE FILE FOLDERS, LEGAL". The "300dpi PHOTO" and "600dpi PHOTO" listings include red text warnings about copyright restrictions. On the right, a sidebar contains a search bar, a "Filter By Category" section with a list of categories and their counts, and a "Your Order" section showing a total of \$5.25. A yellow oval highlights the "Vital Statistics Request (8)" category in the sidebar, with a large yellow arrow pointing to it from the right. Below the screenshot, a text box contains the instruction: "You can then add the additional event that you want and continue the process to add information about each event and pay."