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).
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.
You can then add the additional event that you want and continue the process to add information about each event and pay.