How to Order Vital Statistics Online – Simplified Guide

Here's a quick, visual step-by-step guide to help you order records like birth, stillbirth, marriage, or death events.

- **Please note you cannot order your own birth or marriage record through the Provincial Archives of Alberta (PAA).** For those records, please consult a registry agent if you live in Alberta, or Registry Connect (https://www.registryconnect.ca/) if you live outside Alberta.

Step 1: Do Your Research

🖥️ **Visit the Vital Statistics Indexes**

🔍 **Find** the person's name, registration number, year, and location of the event.

👉 **Write it down** before starting your order. There is a time limit for ordering records!

Step 2: Choose Your Record Type

📄 **Go to the Vital Statistics Request Page**

✅ **Select** the record type:
- Birth
- Death
- Marriage
- Stillbirth
  - 🖨️ Choose the format: **Digital Copy** or **Photocopy** or **Photocopy with Certification.**

Step 3: Choose Quantity

🔢 Enter the number of records you need (up to 25 for photocopies and to 50 for digital records).

➕ Click **Add to Order.**

Step 4: Add or Remove Items

➕ To order more (e.g., **birth + death records**), click **Continue Shopping > Vital Statistics Requests.**

❌ To remove an item, click the **red X.**

✅ Click **Continue.**

Your Order

Item	Type	Quantity	Price	Total	
BIRTH RECORD (DIGITAL)	Vital Statistics Digital Copy (E-mail delivery)	2	$5.25	$10.50	✗

Shipping (E-mail (digital copy only)): **$0.00**

Total: $10.50 CDN

GST Included: $0.50

Continue Shopping

Coupon Code ?

If you have a Promotional or Coupon Code, please enter the code so that it may be applied to your order. Only the first applicable code will be applied to an item. Removing or modifying your order after applying a code may cause that code to be removed.

Apply

Delivery Method

Type	Price
⦿ E-MAIL (DIGITAL COPY ONLY)	$0.00

Continue
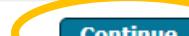
Step 5: Choose Delivery Method

✉ **For photocopies:**
- Vital Stats Mail – Domestic
- Vital Stats Mail – International

📧 **For digital copies (will be emailed).**

✅ Click **Continue.**

Delivery Method

Type	Price
⦿ VITAL STATS MAIL - DOMESTIC (WITHIN CANADA) *UP TO 25 RECORDS	$5.25
○ VITAL STATS MAIL - INTERNATIONAL *UP TO 25 RECORDS	$10.50

Continue

Step 6: Enter the Person's Name (not your own)

📝 Type the first and last name of the person who you located in the indexes in Step 1 (**do not enter your own name** – that comes in Step 8).

✅ Click **Continue.**

Step 7: Enter Record Details

📋 Fill in:

- Event registration number
- Event year
- Event location
- Any other names: use only if you are requesting a marriage record. Enter the spouse's name. **Do not enter your own name**.

✅ Click **Continue.**

Step 8: Sign In or Create Account

🔑 Log in to your account or create a new one.

Step 9: Checkout

🛒 **Review your order.**

🖱 If needed, click **Edit Order** (you'll have to re-enter info).

✅ Otherwise, click **Continue to Secure Payment.**

Step 10: Confirmation

📧 You'll receive an email confirming your payment.

📦 Your order will be processed and sent by mail or email**.**