Ordering 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 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, 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,

  o Select the **type of record** that you require (i.e. birth, death, marriage or stillbirth); and

  o Click **purchase** on your desired format (digital or photocopy).
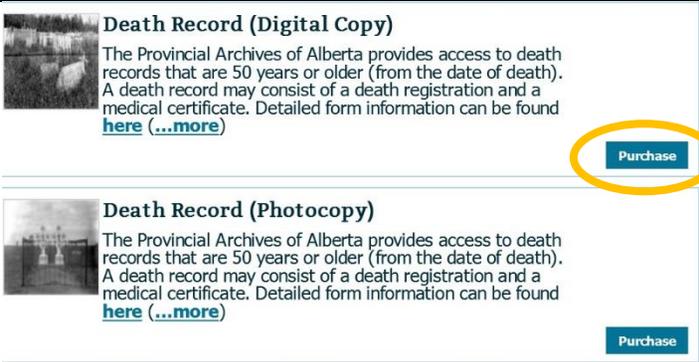
Death Record (Digital Copy)

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**)

[Purchase]

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**)

[Purchase]

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 Satistics Request** from the left hand list of categories. It is the last category in the list.

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**.

Your Order

Item	Type	Quantity	Price	Total
Death Record (Photocopy)	Vital Statistics Photocopy	1	$0.79	$0.79 ✖
Purchase Additional Items				
Death Record (Photocopy)	Vital Statistics Photocopy	1	$0.79	$0.79 ✖
Purchase Additional Items				

Total: $1.58 CDN
GST Included: $0.08

Add Additional Items

Step 5 – No Changes

- On the *Your Order page*, if no additonal records are to be added and there are no other changes to be made,

  o 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.

  o Click on **continue** to move to the next page.

Shipping Method

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

Continue
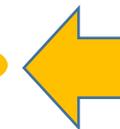
Step 6 – Information about the Record – Name of Person

- On the *Participant Name page*, enter the person's name (i.e. Emily Murphy) whose record you are ordering (<u>not your name</u>)

- Each request will have a separate box.
- Once you have **added the name** that appears on the registration, click **continue.**

Participant Names

i Please provide us with the first and last name for all of the participants in the following programs.

Death Record (Digital Copy)

VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVERY) #1 (LAST NAME, FIRST NAME)

Last Name, First Name

VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVERY) #2 (LAST NAME, FIRST NAME)

Last Name, First Name

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.**

Info About Emily Murphy For Death Record (Digital Copy)

ℹ Death Record (Digital Copy) requires the following information about Emily Murphy.

Record Infromation

ℹ Request each event record separately. All fields must be completed. A record cannot be located if a field (i.e. registration number) is not completed. Please consult the **indexes**, to complete the fields below.

EVENT REGISTRATION NUMBER
102-699

EVENT YEAR
1933

OTHER NAMES ASSOCIATED WITH THE EVENT
N/A

EVENT LOCATION
Edmonton   ✕

ℹ Enter the name of the location where the event occurred (i.e. Red Deer).

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**.

Select Your Account

Returning Customers

USER NAME: **FORGOT?**

PASSWORD: **FORGOT?**

☐ REMEMBER MY USER NAME ON THIS COMPUTER.

Sign In

New Customers

If you don't have an account with us, please **create a new account**.

Step 9 – Check out and Purchase

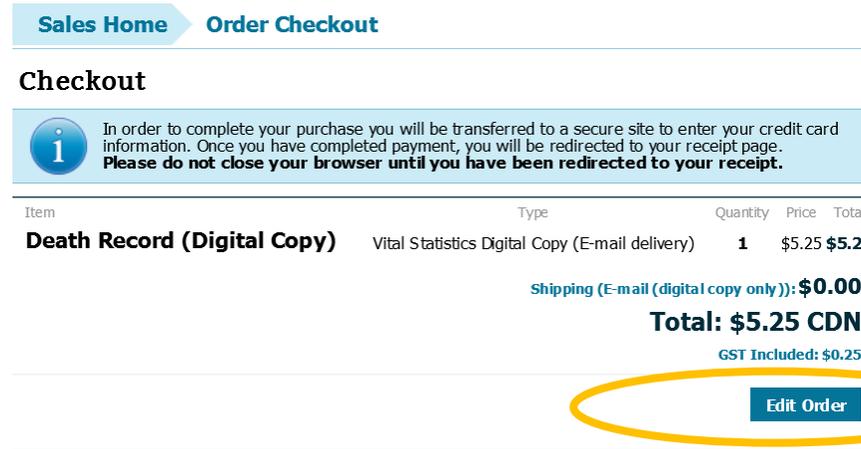- On the *Checkout page*, you have the option to **edit order** or **purchase additional items**.

- Edit Order will return you to the *Your Order* page and you will need to enter **all information** about the record <u>again</u>

- 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 it 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.