

## 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.

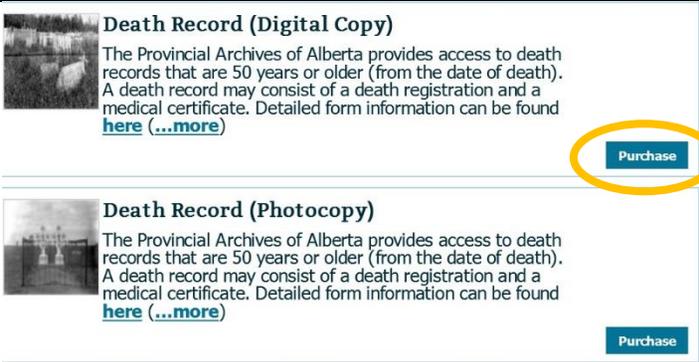
The following is a step-by-step guide to ordering historical vital statistics events from the Provincial Archive of Alberta. Please note a vital statistics event is a birth, stillbirth, marriage or death.

### 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,
  - 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**



**Death Record (Digital Copy)**  
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 Select ([...more](#))

**Select Quantity**

**Public Pricing**

VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVE: \$5.25 0 v

**Add To Order**



**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
<b>Death Record (Digital Copy)</b>	Vital Statistics Digital Copy (E-mail delivery)	3	\$5.25	<del>\$15.75</del> <span style="color: red;">✘</span>
<b>Total: \$15.75 CDN</b>				
GST Included: \$0.75				

**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.

The screenshot displays a web page titled "Select An Item" with a grid of product listings. The listings include:

- 100dpi RESEARCH PHOTO**: A lower resolution, 100 dpi print that is used to show the main content of an image. Includes a "Purchase" button.
- 300dpi PHOTO**: These 300 dpi prints are a quality resolution that can be hung on your wall or used in books or similar publications. Copyright restrictions may apply to photographs being used for publication, public exhibition and commercial use, etc. For info (...more). Includes a "Purchase" button.
- 600dpi PHOTO**: These 600 dpi photo reproductions are a high grade resolution used when creating large posters or where a fine detail is required. Not recommended for printed copies. Copyright restrictions may apply to photographs being used for publication. (...more). Includes a "Purchase" button.
- A JOYFUL HARVEST**: A Joyful Harvest tells the story of Jewish life in southern Alberta from 1889 to 2005, beginning with the early pioneers who came from distant lands to the southern most reaches of what was then the Northwest Territories. Includes a "Purchase" button.
- ACID-FREE FILE FOLDERS, LEGAL**: These acid-free folders offer maximum protection and are the basic element for long-term storage of documents, small prints/photos, and other materials. Includes a "Purchase" button.

On the right side, there is a "Search For Item" box with a "Go" button. Below it is a "Filter By Category" section with a list of categories. The category "Vital Statistics Request (8)" is circled in yellow, and a large yellow arrow points to it from the right. At the bottom right, there is a "Your Order" box showing a total of \$5.25 and a "Checkout" button.

### 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**

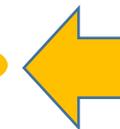
Item	Type	Quantity	Price	Total
<b>Death Record (Photocopy)</b> <a href="#">Purchase Additional Items</a>	Vital Statistics Photocopy	<b>1</b>	\$0.79	<b>\$0.79</b> ✖
<b>Death Record (Photocopy)</b> <a href="#">Purchase Additional Items</a>	Vital Statistics Photocopy	<b>1</b>	\$0.79	<b>\$0.79</b> ✖
				<b>Total: \$1.58 CDN</b> GST Included: \$0.08
<a href="#">Add Additional Items</a>				



**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.

Shipping Method	
Type	Price
<input checked="" type="radio"/> E-MAIL (DIGITAL COPY ONLY)	\$0.00
<a href="#">Continue</a>	



**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**.

The screenshot shows a web form titled "Participant Names" with a blue header bar containing an information icon and the text "Please provide us with the first and last name for all of the participants in the following programs." Below this, there are two sections for data entry. The first section is titled "Death Record (Digital Copy)" and contains a label "VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVERY) #1 (LAST NAME, FIRST NAME)" followed by a text input field with the placeholder "Last Name, First Name". The second section is titled "VITAL STATISTICS DIGITAL COPY (E-MAIL DELIVERY) #2 (LAST NAME, FIRST NAME)" followed by another text input field with the placeholder "Last Name, First Name". At the bottom of the form is a blue "Continue" button. A large yellow arrow on the left points towards the first input field, and another large yellow arrow on the right points towards the "Continue" button. Both the first input field and the "Continue" button are circled in yellow.

### 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)

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

#### Record Information

 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  
102-600

EVENT YEAR  
1933

OTHER NAMES ASSOCIATED WITH THE EVENT  
N/A

EVENT LOCATION  
Edmonton

 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**.

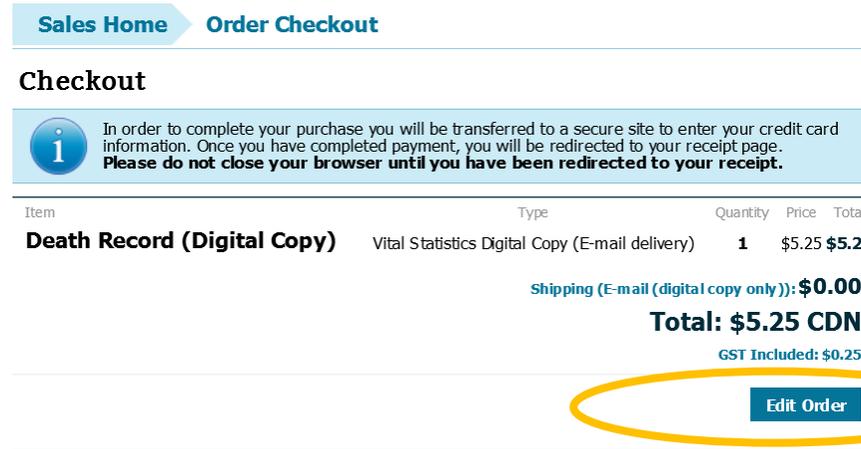
Sales Home **Order Checkout**

### Checkout

**i** In order to complete your purchase you will be transferred to a secure site to enter your credit card information. Once you have completed payment, you will be redirected to your receipt page.  
**Please do not close your browser until you have been redirected to your receipt.**

Item	Type	Quantity	Price	Total
<b>Death Record (Digital Copy)</b>	Vital Statistics Digital Copy (E-mail delivery)	<b>1</b>	\$5.25	<b>\$5.25</b>
<b>Shipping (E-mail (digital copy only)):</b>				<b>\$0.00</b>
<b>Total:</b>				<b>\$5.25 CDN</b>
GST Included:				\$0.25

**Edit Order**



- 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**.

BY CLICKING THE CONTINUE BUTTON BELOW, YOU AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ABOVE.

**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.