

VITAL STATISTICS ACT
R-047-2021
Registered with the Chief Legislative Counsel
2021-10-18

VITAL STATISTICS FORMS REGULATIONS, amendment

The Minister, under subsection 60(1) of the *Vital Statistics Act*, and every enabling power, makes the annexed amendments to the *Vital Statistics Forms Regulations*.

- 1. These regulations amend the *Vital Statistics Forms Regulations*, R.R.N.W.T. 1990,c.V-2.**
- 2. Section 1 is amended by adding "or described" after "in full".**
- 3. Adding the following after section 1:**
 2. The Minister may, for the purposes of the Act,
 - (a) approve the forms that are described in Part II of Schedule II in all Official Languages;
 - (b) approve Inuit Language versions of the forms set out in full in Part II of Schedule II, based on the contents of those forms; and
 - (c) include on the forms any additional instructions for the benefit of those who are filling out the forms.
- 4. Part I of the Schedule is amended by adding the following after "Statutory Declaration for Change of Sex Designation":**

Statutory Declaration Adding Person Acknowledging to be a Parent to Birth Registration
Statutory Declaration Adding or Altering Surnames on a Birth Registration
Statutory Declaration – Application for Late Registration of Birth
Statutory Declaration – Late Registration of Death
Statutory Declaration – Application for Late Registration of Marriage
- 5. Part II of the Schedule is amended by**
 - (a) **repealing and replacing Forms 2, 3, 4, 6 and 9 respectively with the descriptions of Forms 2, 3, 4, 6 and 9 in the Schedule to these regulations;**
 - (b) **renumbering Form 12 entitled "Statutory Declaration for Change of Sex Designation" as Form 13, and placing it after Form 12 entitled "Quarterly Cemetery Return";**
 - (c) **adding the descriptions of Forms 14 to 18 in the Schedule to these regulations after Form 13.**
- 6. These regulations come into force on the same day as sections 4, 6 and 9 of *An Act to Amend the Vital Statistics Act*, S.Nu. 2015,c.8, come into force.**

SCHEDULE

(Section 5)

FORM 2

REGISTRATION OF STILLBIRTH

1. The form for the registration of stillbirth must
 - (a) provide for the following information to be entered:
 - (i) the name, sex, date of birth, place of birth and weight at birth of the stillborn child,
 - (ii) whether the stillborn child was part of a multiple birth, and if so, the order of birth,
 - (iii) the birthing parent's civic address and, if different, mailing address,
 - (iv) the duration of the pregnancy,
 - (v) the number of children previously born to the birthing parent, separated by live births and stillbirths,
 - (vi) whether the parents are married to each other, and if not, the marital status of the birth parent,
 - (vii) the following information for each parent:
 - (A) social insurance number, which must be marked as optional,
 - (B) name,
 - (C) date of birth and place of birth,
 - (D) age at time of the stillbirth,
 - (E) indigenous status,
 - (viii) signature of the informant and the date of the signature,
 - (ix) address of the informant and their relationship to the child,
 - (x) a medical certificate that includes the following information:
 - (A) the date of the stillbirth,
 - (B) the immediate and antecedent causes of the stillbirth, and any other significant conditions of the foetus or birthing parent that may have contributed to the stillbirth,
 - (C) whether the causes listed under clause (B) were foetal or related to the birthing parent,
 - (D) whether an autopsy was held and if so, whether the medical certificate takes into accounts the results of the autopsy,
 - (E) whether further information relating to the cause of the stillbirth will be available at a later time,
 - (F) whether an operative procedure was used for delivery, and if so
 - (I) the nature of the procedure, and
 - (II) whether the foetus was dead before the procedure,
 - (G) whether the death occurred before or during labour,
 - (H) whether the labour was induced,
 - (I) a signed and dated certification of the information by the person described in subsection 12(3) or (4) of the Act,
 - (J) the name, designation and mailing address of the person who signed the medical certificate,
 - (xi) the following information filled out by the funeral director:
 - (A) the manner and date of disposition,
 - (B) name and address of the cemetery, crematorium or other place of disposition,
 - (C) name and address of the funeral director,
 - (xii) the place and date the subregistrar or district registrar accepted the return, along with their name and signature,
 - (xiii) the registration number;
 - (b) include an excerpt of the definition of "stillbirth" and subsections 12(2) to (5) of the Act;

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- (c) include an instruction that the given name of the child may be entered as "stillbirth";
- (d) include instructions for completing the medical certificate, including at least three examples; and
- (e) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 3

REGISTRATION OF DEATH

1. The form for the registration of death must
 - (a) provide for the following information to be entered:
 - (i) the name, sex, date of birth, place of birth, marital status, indigenous status, and mailing address of the deceased,
 - (ii) the social insurance number of the deceased, which must be marked as optional,
 - (iii) the name of the spouse, if any, of the deceased,
 - (iv) the place of death,
 - (v) the names and places of birth of the parents of the deceased,
 - (vi) the name, mailing address and status of the informant,
 - (vii) the relationship, if any, between the informant and the deceased,
 - (viii) the dated signature of the informant,
 - (ix) the proposed method, date and place of burial,
 - (x) the mailing address of the funeral director,
 - (xi) whether the burial permit should be mailed to the mailing address of the funeral director,
 - (xii) a medical certificate that includes the following information:
 - (A) date and place of death,
 - (B) the immediate and antecedent causes of the death, and any other significant conditions that may have contributed to the death,
 - (C) whether an autopsy was held and if so, whether the medical certificate takes into accounts the results of the autopsy,
 - (D) whether further information relating to the cause of the death will be available at a later time,
 - (E) if applicable, an indication that the death was caused by an accident, suicide, homicide, or undetermined cause,
 - (F) in the case of an injury that caused the death, the place, date and circumstances of the injury,
 - (G) a signed and dated certification of the information by the person described in subsection 19(3) to (4) of the Act,
 - (H) the name, designation and mailing address of the person who signed the medical certificate,
 - (xiii) the place and date the subregistrar or district registrar accepted the return, along with their name and signature,
 - (xiv) the serial number of the registration;
 - (b) include an indication that a burial permit cannot be issued until the form has been filled out;
 - (c) include the address to which the completed form and payment should be returned;
 - (d) include instructions for completing the medical certificate, including at least three examples; and
 - (e) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 4

REGISTRATION OF MARRIAGE

1. The form for the registration of marriage must
 - (a) provide for the following information to be entered:
 - (i) the name, date of birth, place of birth, mailing address and signature of both spouses,
 - (ii) the name and dated signature of each witness
 - (iii) the date and place of the marriage,
 - (iv) whether the person solemnizing the marriage is a marriage commissioner or a member of the clergy under the *Marriage Act*,
 - (v) in the case of a member of the clergy solemnizing the marriage, their title,
 - (vi) the mailing address of the person solemnizing the marriage,
 - (vii) a certification signed and dated by the person solemnizing the marriage indicating that they solemnized or authorized the marriage and are requesting the issuance of a marriage certificate,
 - (viii) the date the subregistrar or district registrar accepted the return, along with their name and signature,
 - (ix) the serial number of the registration;
 - (b) include the address to which the completed form and payment should be returned; and
 - (c) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 6

BURIAL PERMIT

1. The form for the burial permit must include
 - (a) a certification by the subregistrar or district registrar that the following information respecting a death has been registered:
 - (i) the name, sex, age and place of birth of the deceased,
 - (ii) the date of burial or other disposition of the remains;
 - (b) permission to bury or otherwise dispose of the remains;
 - (c) the name and mailing address of the funeral director;
 - (d) the name and registration district of the subregistrar or district registrar issuing the burial permit;
 - (e) the dated signature of the subregistrar or district registrar issuing the burial permit; and
 - (f) an indication that the permit is to only be used for the purposes of burial or other disposition, including transportation for that purpose, and that it must be delivered to the caretaker or superintendent of the cemetery or other place of disposition;
 - (g) an indication that the permit must be returned by the cemetery owner to the Registrar General with the Quarterly Report.

FORM 9

CERTIFICATE OF DEATH

1. The form for the certificate of death must include, in addition to the information listed in paragraphs 33(2)(a) to (c) of the Act,

- (a) marital status of the deceased;
- (b) the name of the spouse, if any, of the deceased;
- (c) the date of issuance of the certificate; and
- (d) the signature of the Registrar General.

FORM 14

STATUTORY DECLARATION ADDING PERSON ACKNOWLEDGING TO BE A PARENT TO BIRTH
REGISTRATION

1. The form for the statutory declaration for adding a person acknowledging to be a parent to birth registration must
 - (a) provide for the following information to be entered:
 - (i) the name of the child as it appears on their existing birth registration,
 - (ii) the date of birth and place of birth of the child,
 - (iii) the name, date of birth, place of birth and mailing address of each parent as it appears on the child's existing birth registration,
 - (iv) the name, date of birth, place of birth and mailing address of the parent who is to be added to the birth registration,
 - (v) the signature of at least one parent that is already registered on the child's existing birth registration,
 - (vi) the signature of the person acknowledging to be a parent who is to be added to the birth registration,
 - (vii) the signed and dated certification of a commissioner for oaths indicating that the information on the form was declared before them;
 - (b) require that a certified copy of the birth certificate of at least one parent that is already registered on the child's existing birth registration be included with the form;
 - (c) include the address to which the completed form and payment should be returned; and
 - (d) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 15

STATUTORY DECLARATION ADDING OR ALTERING SURNAMES ON A BIRTH REGISTRATION

1. The form for the statutory declaration for adding or altering surnames on a birth registration must
 - (a) provide for the following information to be entered:
 - (i) the name of each parent who is submitting the statutory declaration,
 - (ii) in the case of a surname being added to a birth registration, the surname to be added,
 - (iii) in the case of a surname being changed in accordance with subsection 3(4) or (5) of the Act, the previously registered surname of the child and the new surname of the child,
 - (iv) the sex, date of birth and place of birth of the child,
 - (vi) the signature of each parent who is submitting the statutory declaration,
 - (vii) the signed and dated certification of a commissioner for oaths indicating that the information on the form was declared before them;
 - (b) request that one of the following indicating the full name of the child be included with the form:
 - (i) baptismal certificate,
 - (ii) immunization record,
 - (iii) school records,
 - (iv) court documents;
 - (c) require that a certified copy of the birth certificate of at least one parent of the child be included with the form;
 - (e) include the address to which the completed form and payment should be returned; and
 - (f) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 16

STATUTORY DECLARATION
APPLICATION FOR LATE REGISTRATION OF BIRTH

1. The form for the statutory declaration for an application for late registration of birth must
 - (a) provide for the following information to be entered:
 - (i) the name, date of birth and place of birth of the child,
 - (ii) the following information for each person submitting the statutory declaration:
 - (A) whether they are a parent, guardian or another person with knowledge of the birth,
 - (B) name, date of birth, place of birth, and mailing address,
 - (C) dated signature,
 - (D) place of signature,
 - (iii) the reason for the late registration,
 - (iv) the signed and dated certification of a commissioner for oaths indicating that the information on the form was declared before them,
 - (v) the name and dated signature the Registrar General accepted the statutory declaration,
 - (vi) the serial number of the registration;
 - (b) include the address to which the completed form and payment should be returned; and
 - (c) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 17

STATUTORY DECLARATION
LATE REGISTRATION OF DEATH

1. The form for the statutory declaration for a late registration of death must
 - (a) provide for the following information to be entered:
 - (i) the name and sex of the deceased,
 - (ii) the social insurance number of the deceased, which must be marked as optional,
 - (iii) the following information for each person submitting the statutory declaration:
 - (A) whether they are a relative of the deceased, a person present at death, an occupier of the residence in which the death occurred or a coroner who is conducting an investigation or holding an inquest in respect of the death,
 - (B) if applicable, their relationship to the deceased,
 - (C) name and mailing address,
 - (D) dated signature,
 - (E) place of signature,
 - (iv) the reason for the late registration,
 - (v) the signed and dated certification of a commissioner for oaths indicating that the information on the form was declared before them,
 - (vi) the name and dated signature the Registrar General accepted the statutory declaration,
 - (vii) the serial number of the registration;
 - (b) include the address to which the completed form and payment should be returned; and
 - (c) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.

FORM 18

STATUTORY DECLARATION
APPLICATION FOR LATE REGISTRATION OF MARRIAGE

1. The form for the statutory declaration for an application for late registration of marriage must
 - (a) provide for the following information to be entered:
 - (i) the name, date of birth, place of birth, mailing address and signature of both spouses,
 - (ii) the name and dated signature of each witness
 - (iii) the date and place of the marriage,
 - (iv) whether the person solemnizing the marriage is a marriage commissioner or a member of the clergy under the Marriage Act,
 - (v) in the case of a member of the clergy solemnizing the marriage, their title,
 - (vi) the mailing address of the person solemnizing the marriage,
 - (vii) a certification signed and dated by the person solemnizing the marriage indicating that they solemnized or authorized the marriage and are requesting the issuance of a marriage certificate,
 - (ix) the reason for the late registration,
 - (x) the signed and dated certification of a commissioner for oaths indicating that the information on the form was declared before them;
 - (xi) the name and dated signature the Registrar General accepted the statutory declaration,
 - (xii) the serial number of the registration;
 - (b) include the address to which the completed form and payment should be returned; and
 - (c) include information on how the information of the form will be used and protected and a phone number to contact respect the collection of the information.