



## NOTICE TO PARENT(S) RE: LIVE BIRTHS

**TOWN OF KIRKLAND LAKE 567-9361**

Applicants are asked to carefully read the following instructions before completing the attached Statement of Live Birth. Additional information may be obtained directly from the Division Registrar, at town hall 567-9361 ext. 238.

**WHAT IS A BIRTH REGISTRATION**

A birth registration is the process of registering the birth of a parent's newborn child. Registering the child's birth is necessary for parents prior to applying for a birth certificate.

**FEE**

\$25.00 (cash or money order payable to the Town of Kirkland Lake.) and must be included with the Statement of Live Birth. Do not send cash through the mail.

**FORM TO BE USED**

Complete the Statement of Live Birth using the information sheet attached to the Statement and the instructions on the back of the Statement. Once the Statement is completed and signed appropriately, please forward it and the fee to the Division Registrar using the pre-addressed envelope. You may also bring the Statement and fee to the Administration Office on the top floor of town hall.

**ADDRESS**

A proper street address for both applicants must be included on the Statement of Live Birth (i.e., - for rural routes, include the lot, concession and township or the address for the property). Post office box numbers are not an acceptable form of addresses.

**OFFICE HOURS**

Monday to Friday - 8:30 A.M. to 12:00 noon and 1:00 to 4:30 p.m.