



## DOCUMENTS FOR YOUR NEW BABY

### CONTACT INFORMATION

**Registrar General of Vital Statistics  
Health Services Administration**

Department of Health and Social Services

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*Congratulations  
on the birth  
of your baby!*



Government of  
Northwest Territories

## HOW DO I GET A HEALTH CARE CARD FOR MY NEW BABY?



The hospital staff will give you a Birth Registration Statement that has the medical sections, such as the birth weight of your baby, completed.

Please fill out as much of the rest of the form as possible and sign it *before you leave the hospital*. Even if you haven't decided on a name for your baby or you want the father or other parent to be there to complete the form, filling in most of the sections of the Birth Registration Statement will speed up the process of getting a healthcare card for your newborn. If you have any questions, the hospital staff can help you.

*If you are a NWT resident*, your baby's Birth Registration Statement is enough information to register your baby for NWT health care. The staff will fax a copy of the Birth Registration Statement to Health Services Administration in Inuvik. The Inuvik Office will mail a healthcare card to you.

If you complete the Birth Registration Statement before you leave the hospital, staff would be happy to mail the form for you OR you can mail it directly to the Vital Statistics Office in Inuvik.

## HOW DO I GET A BIRTH CERTIFICATE FOR MY NEW BABY?

A birth certificate is an essential first piece of identification for your child.

- Complete all sections of the Birth Registration Statement (Please read the information about "Choosing a Last Name" on the next page).
- Read it over carefully after you have completed it.
- Make sure that the spelling of the baby's name is the way you want and any accents and hyphens are included.
- All births in the NWT have to be registered with the Vital Statistics Office in Inuvik *within 30 days of birth*.

**Please note: It is the responsibility of the parent to register the birth but the hospital is required to send it on your behalf, if at all possible.**

You can apply for a birth certificate right away and once the baby is registered, Vital Statistics will mail the birth certificate to you. Please note that the fee for birth certificates applies to newborn babies as well.

## CHOOSING A LAST NAME

One of the first important decisions in your new baby's life is *choosing a name!*

There are several options for choosing a surname (last name) for your child.

Your baby can be registered with:

- the mother's surname;
  - the father's surname;
  - the other parent's surname;
  - or a combination of the mother's and father's or other parent's surnames (names may be combined with or without the use of a hyphen).
- If parents agree, they can also choose an entirely different surname for their child that is not the same as the parents'.

► If the father or other parent is not available to sign the Birth Registration Statement at the time of birth, the father or other parent's details cannot be included in the father or other parent section. In these situations, the Vital Statistics Office will send a letter and statutory declaration to be signed by both parents in order to add the details at a later date.

**Please note: There is no charge to add this information if it is received within 60 days of birth.**

*If you would like this information in another official language, contact us at 1-866-846-8601.*

*Si vous voulez ces renseignements dans une autre langue officielle, communiquez avec nous au 1-866-846-8601.*