

Birth Registration / Certificates

Birth registration for births on or after February 23, 2009

Parents of children born in Newmarket, on or after February 23, 2009 will no longer need to register the birth with the Town of Newmarket. Parents must now use the Newborn Registration Service at www.serviceontario.ca/newborn/ to electronically register the birth directly with the Office of the Registrar General. This new service allows parents to submit electronic applications for a birth certificate and social insurance number at the same time as completing the registration.

Paper registration forms can still be completed manually and forwarded to the Office of the Registrar General, 189 Red River Road, PO Box 4600, Thunder Bay, Ontario P7B 6L8. Registration forms are available at 395 Mulock Drive, Newmarket.

Travel letters are no longer available for births that occurred on or after February 23, 2009. If parents are required to travel with their newborn and have not applied for a birth certificate at the time of registration, they are to contact the Office of the Registrar General at 1-866-461-2156.

Birth registration for births prior to February 23, 2009

Parents of children born in Newmarket prior to February 23, 2009 must register their child's birth with the Town of Newmarket within 30 days of the date of birth.

Parents are encouraged to use the online registration service at www.serviceontario.ca to complete the birth registration form and to apply at the same time for a Birth Certificate and Social Insurance Number. Or parents can complete the Statement of Live Birth received from the hospital.

Once you've completed the on-line birth registration print it off or complete the paper of the Statement of Live Birth, sign it and send it together with \$25 to the Town of Newmarket, 395 Mulock Drive, Newmarket, Ontario, L3Y 4X7. Please make cheques payable to the Town of Newmarket; cash, debit or credit cards are accepted in person at 395 Mulock Drive.

Please remember to use only blue or black ink to complete the Statement of Live Birth. Should you make a mistake, simply bracket the error and the parent(s) named on the form must initial the change. Do not use correction fluid or the form will be void. The Town of Newmarket Division Registrar will register the birth and then forwards your newborn's information to the Office of the Registrar General in Thunder Bay to complete the registration process.

In approximately 10-12 weeks, you will receive a Notice Registration or the Birth Certificate if it was applied for when completing the registration form from the Registrar General.

If proof of birth is required for a newborn baby and the Notice of Registration or Birth Certificate has not been received from the Registrar General a Travel Letter can be obtained from the Town of Newmarket. A Travel Letter is valid for 90 days from the date of registration. A Travel Letter is a document that indicates that the registration process is underway.