

Request for Deceased Individual's Records under The Child and Family Services Act

FOR QUESTIONS OR TO SUBMIT YOUR FORM

Records & Privacy

14th Floor – 1920 Broad Street
REGINA, SK S4P 3V6
Phone: 306-787-0227 | Fax: 306-798-5550
Email: access.privacy@gov.sk.ca

Once we receive the form, we will contact you by phone or email to review the information and to explain the process to you. If you have any questions, you can contact our office.

Requester Contact Information:

First and Last Name		Organization	Phone Number	
Street/Box Number	Street Name	City/Town	Province	Postal/Zip Code
Email Address				

Deceased Individual's Information:

Last Name	First Name	Middle Name
Previous Last Names (e.g., Maiden Name, Name at Birth)		Date of Birth (mm/dd/yyyy)

Is there a specific time period you are looking for?

Is there any other information you can provide to help our search?

The following people connected to the deceased individual may request disclosure of the deceased person's information:

- a parent of the deceased individual;
- an adult child of the deceased individual;
- an adult sibling of the deceased individual; or
- the spouse of the deceased individual.

Please explain the reason for requesting access to the deceased individual's records:

Authority: *Proof of Relationship to Deceased and Proof of Death are required. Please attach documentation.*

PROOF OF RELATIONSHIP TO THE DECEASED:	PROOF OF DEATH:
Examples: • Proof of Status as Executor • Marriage Certificate • Birth Certificate • Obituary Details • Written Authorization from Individual Prior to • Death Legal Care Arrangements	Examples: • Obituary • Death Certificate • Photo of Tombstone

Please attach two pieces of identification. One primary piece and one secondary piece is required.

PRIMARY IDENTIFICATION	SECONDARY IDENTIFICATION
• Driver's license • Passport • Canadian Citizenship Card • Permanent Resident Card • Canadian Record of Landing/Canadian Immigration Identification Record • Certificate of Indian Status • Métis Nation/Federation Photo ID	• Health Card • Birth certificate • School ID card (student card) • Bank or credit card (only if applicant's name is on card) • Vehicle registration (only if applicant's signature is shown) • Picture employee ID card • Other documents which would be considered acceptable identification for cheque cashing purposes at banks or other financial institutions