

# Register your baby

Our birth registration kiosk makes it easy to complete five important tasks at one time!



# The Birth Registration Kiosk

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This bundled birth service offers an easy and efficient way for new parents to access government services related to the birth of their new child.

When registering the birth of your baby using the electronic kiosk, you may also apply for the following services:

- the baby's Social Insurance Number (SIN) with Service Canada
- Canada Child Benefits (CCB) with the Canada Revenue Agency (CRA)
- activation of the baby's Nova Scotia Health Card
- the baby's Nova Scotia Birth Certificate (fee)

By visiting the kiosk, you will only have to submit one application to access these important services. You can pay for the birth certificate using a credit card.



*Using the kiosk, you can complete 5 important tasks related to your baby's birth at one time.*



# Before You Begin

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Read through this pamphlet and collect all the information you will need. You must complete the kiosk application in one session—you won't be able to save it and come back later.

If you stop typing for a short time, a warning message will appear to prompt you to resume typing. If not, the information you have entered will be deleted. This feature protects the privacy of your personal information.

If you need to leave the kiosk in the middle of the registration process, press the CANCEL button located at the bottom of the screen. This clears the personal information you have entered and protects your privacy. While using the kiosk, protect your personal information by being aware of your surroundings.



*If you must leave in the middle of the process, you will need to start again from the beginning when you return.*

## What you need:

- Kiosk password given to you by hospital staff
- Baby's pre-issued health card number  
If you don't know this number, ask hospital staff.
- Birth details:
  - Duration of pregnancy in weeks
  - Baby's weight at birth
  - Name and address of the birth attendant (doctor, nurse, midwife)
- Biological mother's information:
  - Maiden surname, first and second names, all other given names
  - Place of birth
  - Date of birth
  - Address of usual residence
- Father/other parent information:
  - Surname, first and second names, all other given names
  - Place of birth
  - Sex
  - Date of birth



# 1. Register Your Baby's Birth Electronically

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**(No fee)** This establishes a permanent legal record of the birth. Every birth in the province must be registered with Nova Scotia Vital Statistics within 30 days.

The birth registration must include the name of the baby's biological mother. That is, the woman who gave birth to the baby. The registration may also include the baby's father or other parent. In some cases, you may need to visit the Division Registrar to sign additional documentation. You will be notified if this is required.



*If additional documentation or information is required, hospital or Vital Statistics staff will contact you.*



## 2. Apply for Your Baby's Canada Child Benefits

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**(No fee)** To qualify for Canada Child Benefits (CCB), you must be the biological mother of the baby and a Canadian Citizen or Permanent Resident and primarily responsible for the care and upbringing of your child.

If you consent to apply for CCB, the necessary information will be sent electronically over a secure communication network to the Canada Revenue Agency (CRA) who will determine your eligibility for:

- the Canada Child Benefit (CCB)
- the GST/HST credit (for your child)
- any related provincial/territorial programs administered by the CRA

Additional information you need:

- The mother's Social Insurance Number



*If you choose not to apply for these benefits at the kiosk, you will need to apply separately through the CRA. A copy of your baby's birth certificate and other documents may be required.*



### 3. Apply for Your Baby's Social Insurance Number

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**(No fee)** It is never too early to apply for a Social Insurance Number (SIN) for your baby.

The SIN is a nine-digit number that is needed to work in Canada or to access government programs and benefits. With a SIN, you can start saving for your baby's education through such programs as the Canada Learning Bond or the Canada Education Savings Grant.



*If you choose not to apply for the SIN at the kiosk, you must apply directly through Service Canada. Your birth certificate and your baby's birth certificate may be required.*



## 4. Apply to Activate Your Baby's Nova Scotia Health Card (MSI)

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**(No fee)** A Nova Scotia Health Card gives your baby access to Nova Scotia's health insurance programs.



You must activate that number. When MSI receives your request, they activate the baby's health card number. Then MSI sends the baby's health card in the mail to the biological mother's address you gave earlier on the form.

### Additional information you need:

- Biological mother's Nova Scotia Health Card number



*If you choose not to activate your baby's health card number using the kiosk, you will need to contact MSI directly.*

## 5. Apply for Your Baby's Nova Scotia Birth Certificate

### (Fee required)

You will need a copy of your baby's birth certificate for many official purposes, such as applying for a passport or registering for school.



Applying at the kiosk is quick and easy. You can pay by credit card.

A Nova Scotia Birth Certificate is available online in short form and long form. A short form birth certificate works for many purposes, but not all purposes. For example, if you plan on applying for a passport for your child, it is recommended that you select a long form birth certificate.

### Additional information you need:

- A valid credit card (VISA, MasterCard, American Express, Discover) or your online banking information



# What Happens Next?

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When you complete and submit your birth registration information, it is sent electronically to the hospital's Division Registrar.

You will be notified during the registration process at the kiosk if you must visit the Division Registrar before leaving the hospital.



*We value your privacy.  
Any personal information  
that you provide will be  
used in accordance with  
the law and applicable  
privacy policies.*



# Frequently Asked Questions

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## Why do I need to register the birth of my baby?

Because it is the law. Every child born in Nova Scotia must be registered within 30 days of their birth. Registration establishes a permanent legal record of the birth event. You must register the birth before you can order a Nova Scotia Birth Certificate. Registering a birth is free.

## Is birth registration the same as applying for a birth certificate?

No. The baby's birth must be officially registered first. A birth certificate is a document that provides evidence that a birth has occurred. It includes information from the birth registration record. A birth certificate is needed for many official purposes, such as applying for a passport.

## Can I apply for other services at the time of birth registration?

Yes. When you register your baby at the kiosk, you may also apply for the following items at the same time:

- Social Insurance Number (SIN)
- Canada Child Benefits (CCB)
- Nova Scotia Health Card
- Nova Scotia Birth Certificate (a fee is charged)

## Why include the Social Insurance Number, Canada Child Benefits, Nova Scotia Health Card application, and birth certificate application options during the birth registration process?

To make it easier for you. Government is committed to providing easily accessible services to citizens. Bundling these services with the birth registration gives you a “one stop shop” service directly from the hospital at the time of your baby’s birth.

## Why should I apply right away for my child’s Social Insurance Number?

Because it is so easy. Your child needs a Social Insurance Number (SIN) before you can apply for benefits on their behalf, such as the Canada Education Savings Grant and the Canada Learning Bond. If you choose to wait, you must apply directly through Service Canada and produce the necessary documents.

## Why should I apply for Canada Child Benefits (CCB)?

It is important to apply for CCB to determine if you qualify for the government’s monthly payments to families and other benefits such as the Canada Child Benefit (CCB), the GST/HST credit, the Nova Scotia Child Benefit (NSCB), and any related provincial/territorial programs the Canada Revenue Agency (CRA) administers, to help with the cost of raising children. If you choose not to apply for CCB at the kiosk, you will have to apply directly through the CRA. A copy of your baby’s Nova Scotia Birth Certificate and other documents may be required.

If I register the birth of my baby using the kiosk and apply for Canada Child Benefits, does it mean that my baby will automatically be eligible for an allowance or tax credit from the government?

No. This is only an application process. The CRA determines whether you are eligible for benefits.

Why should I activate my baby's Nova Scotia Health Card at the kiosk?

The health card gives your baby access to insured health services. If you apply at the kiosk, the necessary information to register your newborn is sent directly to Medavie Blue Cross on your behalf. The health card is mailed to your mailing address. If you choose not to apply to activate your baby's health card now, you must apply directly through Medavie Blue Cross, who administers the province's insured health services (MSI).

Do I need to pay to use the kiosk?

No. You only need to pay if you choose to order a birth certificate at the same time. You can pay for the birth certificate at the kiosk using a credit card.

I am not comfortable with computers. What if I need help while at the kiosk? What if I have questions?

You can ask a hospital staff member for help. We tried to make the kiosk easy to use. Instructions are given at each step in the process. If you find anything confusing, let us know. We will try to improve it.

## What about the privacy of my information while using the kiosk?

Keeping personal information private is our highest priority. The kiosks were designed with privacy screens to help protect your information. The electronic application on the kiosk itself is extremely secure. As soon as you complete the registration, your personal information is submitted to complete the process. None of your personal information is saved on the kiosk. While using the kiosk, protect your privacy by being aware of your surroundings.

## How long will it take for me to complete the birth registration using the kiosk?

About 20 minutes, if you have all the information you need with you.

## After submitting the form, when can I get my child's Social Insurance Number?

Contact Service Canada at [Social Insurance Number – Apply, update or obtain a SIN confirmation - Canada.ca](#)

## When can I expect to hear back from the Canada Revenue Agency regarding Canada Child Benefits?

Once your application has been received by the Canada Revenue Agency (CRA), it will be evaluated for eligibility for the Canada Child Benefit (CCB), the GST/HST credit, and any related provincial/territorial programs the CRA administers. For more information contact CRA [Canada child benefit \(CCB\) - Canada.ca](#)

## When can I expect to receive my baby's Nova Scotia Health Card?

Contact [Nova Scotia Health Card \(MSI\) | novascotia.ca](https://novascotia.ca/MSI)

## If I apply for a Nova Scotia Birth Certificate through this process, when will I receive it?

Provided we have all required information, it will take 30 calendar days to register the birth. Once the birth is registered, we can produce a birth certificate for your child; our service standard for certificate requests is 15 business days.