

EXTRACT/CERTIFICATE FROM THE POPULATION INFORMATION SYSTEM – ORDERING FORM



A fee will be charged for extracts. Advance invoicing can be used for foreign deliveries.

Date of arrival (filled in by the recipient)

PERSON WHO IS THE SUBJECT OF THE ORDERED EXTRACT

Last name, first names and, where applicable, former names:

Personal identity code/date of birth:

EXTRACT INFORMATION

Purpose:

State in which the extract is to be presented (if it is other than Finland):

If the extract is to be used in connection with an estate inventory, the person whom the estate inventory concerns (name):

Select the extract type:

Extract with personal and family relationship data

Extract with residence data. How many years are to be included in the data:

Residence certificate

Marriage certificate

Life certificate

Marital status certificate

Birth certificate

Additional information (here you can e.g. specify what information needs to be included in the extract in addition to the basic data. See info):

Extract language

Finnish

Swedish

English

Manual extracts with personal and family relationship data (subject to a higher fee)

Spanish

Italian

French

German

I require an Apostille for an extract presented abroad:

Yes

No

First, determine whether the state has ratified the Hague Convention and whether there is an Apostille requirement between Finland and the state concerned. You do not need an Apostille when, for example, presenting an English-language extract in Estonia, between the Nordic countries, and, beginning on 16 February 2019, when presenting an extract to the authorities of another EU Member State. The Apostille is subject to a fee.

I require a standard form (translation assistance form) as an annex to an extract that is to be presented in an EU Member State:

Yes

No

A standard form can only be attached to a Finnish or Swedish-language extract.

CLIENT

Name of the client (company/contact person or private individual):

Client's personal identity code / Company's business ID:

Name and personal identity code of the estate if the invoice is to be issued under the name of an estate:

Client address:

Postal code and city (state if address is located abroad):

Telephone number (only in case the client needs to be contacted in connection with their order).

Email (only in case the client needs to be contacted in connection with their order).

ORDER DATE AND SIGNATURE

Date:

Signature



Use this form to order an extract or certificate from the Population Information System. The information disclosed from the Population Information System must be necessary for the stated purpose (Sections 28(1) and 28(2) of the Act on the Population Information System and Certificate Services Provided by the Digital and Population Data Services Agency). In connection with the creation of the extract / certificate, the following information is recorded in the Population Information System's monitoring file: object of the disclosed data, stated purpose, time and date of disclosure, and the information concerning the client who ordered the disclosed data.

The order will be processed as soon as possible and within one week at the latest. Manual extract orders are processed within four weeks. If your order is to be delivered by post, take into account the delivery time of the postal service. All certificates intended for use abroad are delivered by post.

CONTENTS OF EXTRACTS AND CERTIFICATES

An extract with residence data contains the following information about the person: last name, first names, personal identity code unless it is replaced with their date of birth, municipality of residence, and valid addresses.

In addition, you can use the additional information field to request the following information if it is necessary for the purpose of the extract: date of birth if the personal identity code is not to be used, former municipalities of residence, former permanent addresses, former temporary addresses, former names/former names for a person over 15 years of age/former last names. Please indicate the number of years from which you need the previous residence data.

An extract with personal and family relationship data contains the following information about the person: last name, first names, personal identity code, (and/or date of birth), possible date of death, municipality of birth, country of birth, citizenship, registration authority, municipality of residence, and possible guardianship, name of guardian and authorisation for guardianship.

In addition, you can use the additional information field to request the following information if it is necessary for the purpose of the extract: marital status, marriage/registered partnership, former marriages, former registered partnerships, children, dependent children, parents, guardians, former names/former names for a person over 15 years of age/former last names, former registration authorities, former municipalities of residence, confirmation of parenthood, adoptive relationship, valid addresses, spouse's address, child's address, religious denomination, personal identity code and/or date of birth, gender, native language, date of acquisition of citizenship.

A residence certificate contains the following information about the person: last name, first names, date of birth, permanent address, and municipality of residence. The certificate also includes the person's temporary address if it has been entered into the Population Information System.

In addition, you can use the additional information field to request the following information if it is necessary for the purpose of the certificate: former addresses and marital status. You can replace the person's date of birth with their personal identity code.

A marriage certificate contains the following information about the person: last name, first names, date of birth, marital status, address, details of the person's current marriage and their spouse's name and date of birth.

In addition, you can use the additional information field to request the following information if it is necessary for the purpose of the certificate: former names and start and end dates of former marriages. You can replace the person's date of birth with their personal identity code.

A life certificate contains the following information about the person: Information that the person is alive or that their status cannot be determined, name, date of birth, municipality of residence, and permanent address. If the person has a legal guardian or legal guardianship authorisation, this will also be recorded on the certificate.

In addition, you can use the additional information field to request the following information if it is necessary for the purpose of the certificate: former names. You can replace the person's date of birth with their personal identity code.

A certificate of marital status contains the following information about the person: name, date of birth, marital status, and municipality of residence. In addition, you can replace the person's date of birth with their personal identity code.

Birth certificate for use abroad. Contains the following information about the person: Name, former names, date of birth, municipality of birth, country of birth, nationality, and current municipality of residence. The certificate also includes the names, dates of birth, municipalities of birth, countries of birth and nationalities of the person's parents. If the person was born before 1953, information concerning their parents may be missing from the Population Information System and cannot be added to the certificate. In addition, you can replace the person's date of birth with their personal identity code.