

# New Brunswick Divorce Questionnaire & Completion Guide



## UntieTheKnot.ca

Quick, Simple and Affordable Divorces

*Our divorce service is perfect for couples  
whose divorce is uncontested and where  
there are no disputes over financial matters  
or issues regarding children of the marriage.*

### **Untie the Knot Divorce Service**

*a division of 0707073 BC Ltd..*

78 - 622 Front Street, Nelson, B.C. V1L 4B7

Toll Free: 1.866.788.7510 • Toll Free Fax: 1.866.239.7495 • [www.untietheknot.ca](http://www.untietheknot.ca)





**Section 3 - Information About the Spouses - Continued**

Phone Number: 305 \_\_\_\_\_  
 Alternate Phone Number: \_\_\_\_\_  
 Email Address: 306 \_\_\_\_\_  
 Month of Birth: 307 \_\_\_\_\_  
 Day of Birth: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_  
 City/Town of Birth: 308 \_\_\_\_\_  
 County of Birth (*if birth was in New Brunswick*): \_\_\_\_\_  
 Province/State of Birth: \_\_\_\_\_  
 Country of Birth: \_\_\_\_\_  
 New Brunswick Resident  
 Since: 309 \_\_\_\_\_  
 Last Name Before \_\_\_\_\_  
 Marriage: 310 \_\_\_\_\_  
 Last Name at Birth: 311 \_\_\_\_\_  
 Marital Status Before Marriage: 312  
 Never Married Divorced Widowed  
 Certificate of Divorce Required? 313  
 (\$90.00 each)  
 Yes No  
 Briefly state how you know Spouse 2's address: 314  
 \_\_\_\_\_

Phone Number: 305 \_\_\_\_\_  
 Alternate Phone Number: \_\_\_\_\_  
 Email Address: 306 \_\_\_\_\_  
 Month of Birth: 307 \_\_\_\_\_  
 Day of Birth: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_  
 City/Town of Birth: 308 \_\_\_\_\_  
 County of Birth (*if birth was in New Brunswick*): \_\_\_\_\_  
 Province/State of Birth: \_\_\_\_\_  
 Country of Birth: \_\_\_\_\_  
 New Brunswick Resident  
 Since: 309 \_\_\_\_\_  
 Last Name Before \_\_\_\_\_  
 Marriage: 310 \_\_\_\_\_  
 Last Name at Birth: 311 \_\_\_\_\_  
 Marital Status Before Marriage: 312  
 Never Married Divorced Widowed  
 Certificate of Divorce Required? 313  
 (\$90.00 each)  
 Yes No  
 Briefly state how you know Spouse 1's address: 314  
 \_\_\_\_\_

**Section 4 - Information About the Children (if applicable)****Spouse 1**

Name of Employer: 401 \_\_\_\_\_  
 Gross Annual Income: 402 \_\_\_\_\_  
 Occupation: 403 \_\_\_\_\_

**Child 1**

First Name: 404 \_\_\_\_\_  
 Middle Name(s): \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Month of Birth: 405 \_\_\_\_\_  
 Day of Birth: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_  
 Resides With: 406  
 Spouse 1 Spouse 2 Both  
 The length of time the child has lived there?:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Custody Type: 407  
 Spouse 1 Spouse 2 Both  
 Access Type: 408  
 Spouse 1 Spouse 2 Both

**Spouse 2**

Name of Employer: 401 \_\_\_\_\_  
 Gross Annual Income: 402 \_\_\_\_\_  
 Occupation: 403 \_\_\_\_\_

**Child 2**

First Name: 404 \_\_\_\_\_  
 Middle Name(s): \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Month of Birth: 405 \_\_\_\_\_  
 Day of Birth: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_  
 Resides With: 406  
 Spouse 1 Spouse 2 Both  
 The length of time the child has lived there?:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Custody Type: 407  
 Spouse 1 Spouse 2 Both  
 Access Type: 408  
 Spouse 1 Spouse 2 Both

Section 4 - Information About the Children (if applicable)

**Child 3**

First Name: 404 \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Month of Birth: 405 \_\_\_\_\_

Day of Birth: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Resides With: 406

Spouse 1 Spouse 2 Both

The length of time the child has lived there?: \_\_\_\_\_

\_\_\_\_\_

Custody Type: 407

Spouse 1 Spouse 2 Both

Access Type: 408

Spouse 1 Spouse 2 Both

**Child 4**

First Name: 404 \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Month of Birth: 405 \_\_\_\_\_

Day of Birth: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Resides With: 406

Spouse 1 Spouse 2 Both

The length of time the child has lived there?: \_\_\_\_\_

\_\_\_\_\_

Custody Type: 407

Spouse 1 Spouse 2 Both

Access Type: 408

Spouse 1 Spouse 2 Both

Have there been any agreements or court orders regarding any children of the marriage?: 410 Yes No

If yes, describe custody and access arrangements: 411

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of agreed upon child support being paid: 412 \$ \_\_\_\_\_

Child support is paid by: 413 Spouse 1 Spouse 2

Date or dates child support is paid: \_\_\_\_\_

Time period child support is paid (ie. monthly, weekly): \_\_\_\_\_

The children's school and grade or year: 414

\_\_\_\_\_  
\_\_\_\_\_

Section 5 - Type of Divorce

501 Joint Divorce or Sole Divorce (must read section 501 of the Guide)

If Sole, select method of service: Personal or Registered Mail

Section 6 - Additional Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet, if required.

## Section 7 - List of Fees

**Platinum Divorce Service:** (Our best, most popular and worry free service available)  
**\$497.00 plus H.S.T. and court filing fees of \$110.00**

Deliver Initial Documents to: 701	Spouse 1	Spouse 2	By:	Email	Mail	Xpresspost
Deliver Final Documents to: 702	Spouse 1 only		By:	Email	Mail	Xpresspost
	Spouse 2 only		By:	Email	Mail	Xpresspost
	Separately to Spouse 1 & Spouse 2		By:	Email	Mail	Xpresspost

*You will be required to pay any notary fees directly. If proceeding with a sole divorce, additional process serving fees will apply.*

**Gold Divorce Service:** (Our completed divorce document service)  
**\$247.00 plus H.S.T.**

Deliver Documents to: 703	Spouse 1	Spouse 2	By:	Email	Mail	Xpresspost
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*You will be required to pay court filing fees, notary fees and, if proceeding with a sole divorce, all process serving fees directly.*

#### Additional Services (if requested)

Change Documents from Joint/Sole Divorce to Sole/Joint Divorce	\$150.00 plus H.S.T.
*Handling fee for arranging certificate of marriage translation	\$50.00 plus H.S.T.
*Handling fee for arranging process server	\$50.00 (Canada) \$100.00 (USA) plus H.S.T.
<i>*Additional translator's fees and server fee's will apply.</i>	

## Section 8 - Checklist

Don't forget to send us your:

- ✓ Completed Questionnaire;
- ✓ Photocopy of your Vital Statistics issued Marriage Certificate;
- ✓ Photocopy of any separation agreement or court order, if there are children of the marriage; and
- ✓ Payment Information.

## Section 9- Payment Options



Telephone me for  
credit card details

Money order or certified cheque  
(Sorry, no personal cheques)



Name of Cardholder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Platinum Divorce Service - \$561.61 is payable with the completed questionnaire. Remaining amount is billed as your divorce progresses.

Gold Divorce Service - \$279.11 is payable with the completed questionnaire.

Xpresspost Fees - Add \$25.00 within Canada or \$40.00 within U.S.A., if required.

*\*We will email you a PayPal invoice if you choose PayPal. We will email you with instructions if you choose Email Money Transfer.*

## Section 10 - How Did You Hear About Us?

Google	Other Search Engine: _____
Facebook Advertising	Referral: _____
Radio: _____	Other: _____

**Please return by one of the following methods:**

**"Submit By Email" Button**

**Toll-Free Fax: 1.866.239.7495**

**Scan & Email: info@untietheknot.ca**

**or Regular Mail: Untie the Knot Divorce Service, 78 - 622 Front Street, Nelson, BC V1L 4B7**



This Guide has been designed to assist you in the completion of our New Brunswick Questionnaire. We trust this Guide will answer any questions you may have, however, should you have any questions, please do not hesitate to contact us.

Divorce documents in New Brunswick are gender neutral. Our questionnaire can be used by both traditional and same sex couples.

## SECTION 1: CONTACT INFORMATION

### Line 101: Primary Contact Name

This is the individual who we primarily contact with questions and updates.

Please note that this person must be one of the spouses in the divorce proceeding.

### Line 102: Can we leave messages for you?

We will be asking you for your primary and alternate telephone numbers. If we attempt to contact you by telephone, do we have your permission to leave a message for you either on a voice mail system or with another person? We will never leave messages with details of your divorce proceeding, however, we would identify ourselves as well as the company name and telephone number.

### Line 103: Do we have your permission to discuss the details of your divorce with your spouse?

Often times, the other spouse in your divorce proceeding may contact us with questions or to provide us with information. Your confidentiality is important to us. Do we have your permission to discuss this proceeding or correspond with the other involved party?

Please note, that if you indicate “no” here, then all correspondence and documents will automatically be sent only to you.

## SECTION 2: INFORMATION ABOUT THE MARRIAGE

### Line 201: Place of Marriage

Insert the City, Province/State and Country you were married in. This must exactly match the certificate of marriage. If you are unsure of the place you were married, you will need to contact the Vital Statistics office in the Province where you were married. They will assist you with a search.

### Line 202: Date of Marriage

Insert the date you were married. This must exactly match the certificate of marriage.

If you are unsure of the date you were married, you will need to contact the Vital Statistics office in the province where you were married. They will assist you with a search.

### Line 203: Date Started Residing Together

Insert the date, or approximate date that you and the other spouse began living together. This date can be either before, on, or even after the date of your marriage. If you never lived together, please let us know in the additional notes section (Section 6).

### Line 204: Date of Separation

Insert the date, or approximate date that you and the other spouse stopped living together. If you are still residing in the household together for financial or other reasons, please let us know in the additional notes section (Section 6).

### Line 205: Have there been any attempts at reconciliation?

Have you and your spouse resided together again following separation in an attempt to reconcile? If yes, please let us know the date you began living together again and the date you separated again. Or if, you and your spouse attended marriage-counselling sessions please indicate who the counsellor was, where the counselling took place (city, county, province) and what date you both attended the counselling session.

*The Divorce Act (Canada) allows for a couple to attempt reconciliation for not more than 90 days. If you reconciled for a period of more than 90 days then your separation is deemed to have begun at the time you separated for the second time.*

**Line 206: Do you have a written agreement or court order regarding the marriage?**

If there are any written agreements or court orders settling issues including, but not limited to, custody, access, child support, division of assets and debts, property, or other financial matters, please note this here and provide us with a copy.

**SECTION 3: INFORMATION ABOUT THE SPOUSES**

This section must be completed in its entirety for BOTH spouses.

If any of the information in this section changes at any time throughout the divorce process, please ensure that you let us know.

**Line 301: Name**

This is the name that you are currently legally using. Your first and middle name(s) listed here must exactly match the certificate of marriage.

**Line 302: Also Known As**

This is any other name or alias that you are also currently using, other than nicknames.

It is not necessary to list your maiden name or surname before marriage here, unless you are using it as an alias.

If you have legally changed your name through Vital Statistics since the time of your marriage, then you must list your new name here and provide us with a copy of your Change of Name Certificate.

**Line 303: Civic Address**

This is the address which will appear on your documents. It must be a street address and be an address where you can be found. The Registry will **NOT ACCEPT PO BOX OR MAILBOX NUMBERS**. Please provide your apartment buzzer code if a delivery person requires this to contact you.

**Line 304: Mailing Address**

If your mailing address is different than your civic address, please let us know here. This is the address where we will mail your documents and final divorce order. This address can be a PO Box or mailbox number.

**Line 305: Telephone Numbers**

Phone number – please provide us with a day time telephone number, with area code, where we can reach you if necessary.

Alternative phone number – please provide us an alternate phone number, with area code, where we can reach you if necessary and we are unable to reach you on the primary phone number.

**Line 306: Email Address**

Please provide us with an email address at which you can be contacted.

**Line 307: Date of Birth**

Please let us know your month, day and year of birth.

**Line 308: Place of Birth**

Please let us know the City, Province/State and Country where you were born.

**Line 309: New Brunswick Resident Since**

Please state the date, or approximate date, you became a resident of New Brunswick.

If you have resided in New Brunswick since you were born and have never resided elsewhere, simply state “birth”.

If you were born in New Brunswick but resided elsewhere for a period of time, or if you moved to New Brunswick from another place, state the date you returned or moved to New Brunswick.

If you do not reside in New Brunswick, state “not resident”.

*\*It is important to note that the Divorce Act (Canada) requires that at least one spouse must have resided in New Brunswick for a minimum of one year prior to starting a divorce proceeding. That spouse must also maintain residency in New Brunswick throughout the divorce proceeding.*

**Line 310: Last Name Before Marriage**

Please tell us what your surname was immediately prior to this marriage.

**Line 311: Last Name at Birth**

Please tell us what your surname at birth was.

**Line 312: Marital Status Before Marriage**

Please indicate what your marital status was immediately prior to this marriage. If you were divorced previously, insert the date and location of the previous divorce.

**Line 313: Certificate of Divorce**

A certificate of divorce is an optional document which can be issued only after your divorce takes effect. If you are planning to remarry, you may require one in order to obtain a marriage licence. Also, some government agencies may require one to prove that your divorce is final. Please let us know if you would like us to obtain one for you.

**Line 314: How you know Spouse’s address?:**

Please indicate how you know your spouses address (ex. You have contacted your spouse at this address to discuss matters relating to the children or the divorce).

**SECTION 4: INFORMATION ABOUT THE CHILDREN (IF APPLICABLE)**

If there are children of the marriage, please complete Section 4 in its entirety.

If there are no children of the marriage, please skip to Section 5.

If you are unsure, you may visit any of the following websites to obtain more information. You can also link to these sites directly from our Resources page.

The *Divorce Act (Canada)*  
<http://laws.justice.gc.ca/en/showdoc/cs/D-3.4/en?page=1>

The *Federal Child Support Guidelines*  
[www.justice.gc.ca/eng/pi/fcy-fea/lib-bib/pub/guide/index.html](http://www.justice.gc.ca/eng/pi/fcy-fea/lib-bib/pub/guide/index.html)

The *Divorce Act (Canada)* provides the following definitions:

**Child of the Marriage...**

*"child of the marriage" means a child of two spouses or former spouses who, at the material time,*

*(a) is under the age of majority and who has not withdrawn from their charge, or*

*(b) is the age of majority or over and under their charge but unable, by reason of illness, disability or other cause, to withdraw from their charge or to obtain the necessaries of life;*

Section (b) would typically refer to a child who is over the age of majority but still attending school full time.

**Age of Majority...**

*"age of majority", in respect of a child, means the age of majority as determined by the laws of the province where the child ordinarily resides, or, if the child ordinarily resides outside of Canada, eighteen years of age;*

The age of majority in New Brunswick is 19 years.

**Regarding Step-parents...**

*For the purposes of the definition "child of the marriage" in subsection (1), a child of two spouses or former spouses includes:*

*(a) any child for whom they both stand in the place of parents; and*

*(b) any child of whom one is the parent and for whom the other stands in the place of a parent.*

**Line 401: Name of Employer**

Please tell us the full name of your employer. This information is required in the divorce documents. We do not need to know an address or telephone number.

**Line 402: Gross Annual Income**

Child support payable is generally calculated pursuant to the *Federal Child Support Guidelines* using the income as stated in Line 150 of your most recent income tax return. Gross annual income includes income generated as a result of employment insurance benefits, social assistance benefits and disability benefits, among others.

Further information regarding the calculation of income can be found on the Guidelines website found below.

**The Federal Child Support Guidelines**

[www.justice.gc.ca/eng/pi/fcy-fea/lib-bib/pub/guide/index.html](http://www.justice.gc.ca/eng/pi/fcy-fea/lib-bib/pub/guide/index.html)

Please insert your gross annual income here on Line 402.

**Line 403: Occupation**

Please provide your and your spouses's occupation, even if one of you is unemployed.

**Line 404: Name**

Please complete the full legal name of each child of the marriage. If you have more than four children, please attach an additional sheet.

**Line 405: Date of Birth**

Please complete the date of birth of each child of the marriage.

**Line 406: Resides With**

Please check the box which indicates which parent each child of the marriage primarily resides with.

Check "both" if the child resides a minimum of 40% of the time with each parent.

Please given an exact or an about time that the child has lived with either you or your spouse or the both of you. This can be given as years or months.

**Line 407: Custody Type**

The term custody is vague and generally refers to who has the primary day to day care and decision making responsibilities for a child. However, there are several possible custody scenarios.

The following information is an excerpt from a legal website. If you are unsure as to what your particular custody scenario in your unique circumstance is, you may wish to speak with a family lawyer.

*"Sole custody occurs when a child lives primarily with one parent.*

*Joint custody occurs when a child either lives with both parents equally or lives mostly with one parent (the child's primary residence) but the parents have agreed to share equally the rights and responsibilities for that child. This involves a high level of communication and shared decision-making between the parents.*

*Custody can also be described in other terms but sole custody and joint custody are the terms used most often.*

*Note: Because custody arrangements are as flexible as the parents who make them, you need to define for yourself what you want if you are seeking joint custody. Be sure you and the other parent agree on what joint custody means."*

**Line 408: Access Type**

The following information is an excerpt from a legal website. If you are unsure as to what your particular access scenario in your unique circumstance is, you may wish to speak with a family lawyer.

*Access refers to the right of a child and a parent without custody to spend time together. This is sometimes called "visiting rights". A parent without custody can apply to the court for access. An access parent has the right to information (unless ordered otherwise by the court) about the health, education, and well-being of the child. An access parent does not normally have a say in the major decisions about the child. The purpose of access is for a child to have a meaningful relationship with both parents.*

**Line 409: Have there been any agreements or court orders regarding any children of the marriage?**

If there are any written agreements or court orders settling issues including, but not limited to, custody, access and child support, please note this here and provide us with a copy.

**Line 410: Describe access arrangements**

Please set out what the access arrangements are for the children of the marriage. Ensure that the information you provide here is as detailed as possible, keeping in mind that your exact words will be used in your documents. Please do not simply refer us to the terms of a separation agreement or court order. You must be specific here.

**Line 411: Amount of agreed monthly child support being paid**

Pursuant to S. 11(1)(b) of the *Divorce Act (Canada)*, in order to grant a divorce, the court must be satisfied that reasonable arrangements have been made for the financial support of the children of the marriage, giving regard to the applicable guidelines.

What this means is that in order for us to be able to type your divorce documents, child support must be paid in accordance with the *Federal Child Support Guidelines*.

Please let us know what the exact amount of basic monthly child support being paid is. This amount should not include any special or extraordinary expenses.

**Line 412: Child support is paid by...**

Please let us know which spouse is paying child support.

Please insert the date or dates child support is being paid (ex. 1st of the month) and the frequency of payments (ex. weekly, monthly, etc...).

**Line 413: If child support is not paid or if the amount differs significantly from the *Guidelines*...**

If child support payments do not meet or exceed *Federal Child Support Guidelines*, an explanation will be required for the divorce to be granted.

**Line 414: The children's school and grade or year**

Please provide the school and grade or year of each child.

**SECTION 5: TYPE OF DIVORCE**

**Line 501: What type of divorce do you wish to commence?**

**Joint Divorce** - When both you and your spouse are in agreement and you both are willing to sign the divorce documents, then you are able to proceed with a joint divorce. This eliminates the need for service of the documents upon your spouse and can save you time and money.

**Sole Divorce** – This is where one spouse is the Petitioner and the other spouse is the Respondent. The documents are signed and filed by the Petitioner and served upon the Respondent. The Respondent has a period of time to respond to, or defend, the divorce action. If the Respondent does not respond to the divorce action, then the divorce is considered to be uncontested.

Please note that if your divorce action becomes contested, then we cannot assist you and will recommend that you seek the advice of a family lawyer. Additionally, we would not be able to assist you any further.

Make sure if you pick a **Sole Divorce** that you will check off the Personal Service box or the Registered Mail Service box. By checking either box (not both) you are letting us know which documents to prepare on your behalf.

It is important that you clearly know which route you are wanting to take prior to proceeding.

## SECTION 6: ADDITIONAL NOTES

Please use this section to tell us anything that may not be covered in any of the previous sections, but that may be relevant to your divorce proceeding.

## SECTION 7: LIST OF FEES

We offer two document preparation packages for your convenience.

*Platinum Divorce Service:* our most popular option – by selecting this service, we will not only type your documents for you but we will also make all the arrangements for the two or more trips to the Court Registry to file your documents. If you are proceeding with a sole divorce, then we will also arrange to have the documents personally served on your spouse. We will manage your divorce proceeding from the beginning through its completion.

There are some additional third party fees payable. You will have one or more affidavits which will need to be signed in front of a lawyer, notary public or commissioner for taking affidavits. The average cost is approximately \$30.00 to \$50.00 per affidavit. If you are proceeding with a sole divorce you will need to have your documents personally delivered (served) on your spouse. The average cost of a process server is approximately \$50.00 to \$150.00. This cost can vary greatly depending upon where your spouse resides and how many attempts are required in order to serve the documents.

### Line 701: Initial Documents

The initial documents in a joint divorce proceeding must be signed by both spouses, although you don't have to be in the same room when you sign them, nor do they have to be signed on the same day.

The initial documents in a sole divorce proceeding are signed only by the Applicant and will therefore be sent only to the applicant.

If you are proceeding with a joint divorce, please let us know to which spouse the initial documents are to be sent. Please also note that if you checked "no" at Line 103, we will automatically only send documents to the primary contact.

If you wish your documents to be sent to you by courier, please see below for the additional fees that will apply.

### Line 702: Final Documents

The final documents in a joint divorce proceeding comprise of affidavit(s) for each of the spouses to have notarized.

The final documents in a sole divorce proceeding comprise of a(n) affidavit(s) which only the Applicant has notarized.

If you are proceeding with a joint divorce, please let us know to whom the final documents are to be sent.

If you wish your documents to be sent to you by courier, please see below for the additional fees that will apply.

*Gold Divorce Service:* by selecting this service, we will type your divorce documents and send them to you along with comprehensive, but easy to follow, instructions. You will be responsible for the two or more trips to the Court Registry to file your documents. If you are proceeding with a sole divorce, you will be responsible to arrange the service of the documents on your spouse. If you choose this option, our staff will be available at any time to answer any questions you may have.

There are some additional third party fees payable. You will be required to pay the Court Registry filing fees at the time you submit your documents. The filing fees are \$110.00. You will have one or more affidavits which will need to be signed in front of a lawyer, notary public or commissioner for taking affidavits. The average cost is approximately \$30.00 to \$50.00 per affidavit.

If you are proceeding with a sole divorce you will need to have your documents personally delivered (served) on your spouse. The average cost of a process server is approximately \$50.00 to \$150.00. This cost can vary greatly depending upon where your spouse resides and how many attempts are required in order to serve the documents.

**Line 703: Registry**

You will have to file your documents in the Court of Queen's Bench of New Brunswick. In New Brunswick, you may file your documents by mail or in person at the Fredericton Court Registry.

**Line 704: Deliver Documents to**

Please let us know to whom and how you would like your documents delivered. If you wish your documents to be sent to you by xpresspost, please see below for the additional fees that will apply.

**SECTION 8: CHECKLIST**

Don't forget to send us your:

- ✓ Completed Questionnaire;
- ✓ Photocopy of your Vital Statistics issued Marriage Certificate;
- ✓ Photocopy of any separation agreement or court order, if there are children of the marriage; and
- ✓ Payment Information.

**SECTION 9: PAYMENT OPTIONS**

Please indicate your preferred method of payment.

If paying by Visa, MasterCard or American Express, we will require all information requested below to be completed. The security code, or CVV code, is also required. CVV stands for Credit Card Verification Value. The CVV is a 3 or 4 digit code embossed or imprinted on the signature panel on the reverse side of Visa, MasterCard and Discover cards and on the front of American Express cards. This code is used as an extra security measure to ensure that you have access and/or physical possession of the credit card itself.

If you wish to pay using the PayPal service, you must provide us with an email address (see Line 306). Upon review of your completed questionnaire, we will email you an invoice which you can then pay directly using PayPal.

If you wish to pay by Interac Email Money Transfer, we will contact you with further instructions upon review of your completed questionnaire.

**SECTION 10: HOW DID YOU HEAR ABOUT US?**

Your input helps us to share this valuable service with others. Please let us know how you heard about us by checking the appropriate box.

**WHAT HAPPENS NEXT?**

Once we have received your questionnaire, we will review it to make sure that all required information is completed and process your payment.

If we have any questions or require clarification on any point, we will contact you to discuss.

As soon as we have all required information, documents and payment, we will type your documents and send them to you usually within two (2) business days.

Please feel free to contact us via email, snail mail or call our toll free number with any comments or questions you may have.

**Untie the Knot Divorce Service**

*a division of 0707073 BC Ltd.*

78 - 622 Front Street, Nelson, B.C. V1L 4B7

Toll Free: 1.866.788.7510 • Toll Free Fax: 1.866.239.7495 • [www.untietheknot.ca](http://www.untietheknot.ca)

