



Nidus Registry

The Nidus Registry™ is a centralized registry for personal planning documents. It makes sure your plan is available when needed.

The Registry records **basic information** about the person who made the legal document, when the document was signed, where the original is stored, and the names and contact information for those appointed.

The Registry can also store a **copy** of your legal document. The advantage of this is that pre-authorized third parties (hospitals, banks, government agencies) can easily find out who has legal authority to act on your behalf and any wishes or restrictions you may have included. This helps speed up communication and acts as a safeguard to protect you and your wishes.

Registration does not create your legal document(s). The Registry records/registers information about a document(s) you have already made.

How does the Registry work?

The Nidus Registry has three main functions:

1. Register information about the individual and documents and a copy of the documents.
2. Edit or update stored information.
3. Search/Access an individual's registered information and copy of document.

When an individual registers, a unique Nidus Registration Number is assigned, which ensures the individual's information and documents are centralized in one place.

Note

The Nidus Registry online self-service is currently offline as we make changes and improvements. However, all three functions of the Registry are operational with personalized service.

What information and documents can be registered?

- Representation Agreements
- Enduring Powers of Attorney
- Revocation (cancellation) of the above documents

Stay tuned for details on other information and documents related to personal planning that will be added to the Registry.

What are the benefits of registering your documents?

Keeping track of paperwork can be difficult. The Nidus Registry can be your memory as well as a handy reference for you and your representative, your financial advisor, and your legal professional.

Registration provides:

- Organization.
- Convenience.
- Accessible and safe management.

Registrants also receive the Nidus Newsletter to read about Registry Tips and other important information related to personal planning.

Who operates the Nidus Registry?

The Nidus Registry is operated by the Nidus Personal Planning Resource Centre, a non-profit charitable organization, in partnership with the Juricert Program of the Law Society of British Columbia.

What is the cost?

The current fees for registration are:

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HIGHLIGHTS

- What's New?
- RA Fact Sheet
- EPA Fact Sheet
- Self-Help Course Info
- Research

CONTACT

Nidus Personal Planning Resource Centre and Registry

411 Dunsmuir Street
Vancouver, BC
V6B 1X4

[Find us on the map](#)

tel

604.408.7414

toll free

1.877.267.5552

fax 604.801.5506

email info@nidus.ca



- \$25.00 (CAN) to set up an individual's record and to register the first document.
- \$10.00 (CAN) to register each additional document for the same individual.

Payment is required prior to registration.

Currently, fees are only charged for registration and are not annual fees.

The amount and terms of Nidus Registry fees are subject to change.

Pay by cheque or money order to:

Nidus Registry

411 Dunsmuir Street, Vancouver, BC V6B 1X4

Credit card payments may be made using PayPal, a secure online service. Nidus has to email you a special link. Please email us for further details at registry@nidus.ca.

How do I register?

The lawyer or notary public who prepared your legal documents can register them with the Nidus Registry.

The Nidus Registry has specific procedures for lawyers or notaries who can contact us at registry@nidus.ca.

You can also register the documents yourself.

Procedures for self-registration

1. Download and fill out Registration Forms.

A Nidus Registry Consent Form and a Nidus Registration Details Form must be completed for each person who is registering their personal planning documents. For example, if you and your spouse is registering your documents, each of you must complete a Consent Form and a Registration Details Form.

Also a Consent Form must be completed for each document being registered. For example, a signed Consent Form is required if you are registering a Representation Agreement and a separate Consent Form to register an Enduring Power of Attorney.

Download the Consent Form and Details Form

[Nidus Registry Consent Form for Representation Agreement](#)

[Nidus Registry Consent Form for Enduring Power of Attorney](#)

[Nidus Registry Consent Form for Revocation](#)

[Nidus Registration Details Form](#)

2. Send payment, forms and a copy of your documents for registration.

Send to the Nidus Registry

- Fax to 604.801.5506
- Regular mail to Nidus Registry, 411 Dunsmuir Street, Vancouver, BC V6B 1X4
- Email to registry@nidus.ca (Send as PDF format only, please note that email is not considered as secure as fax or regular mail).

Checklist for what to send

- Completed Nidus Registry Consent Form(s) – A consent is required for each type of document being registered.
- Completed Registration Details Form.
- A COPY of your document(s) to be registered. This is optional, but recommended. People often lose track of their papers or may not have them handy when needed.
- Nidus does not keep the original document. If you plan to send the materials by regular mail, make a photocopy and keep the original safe as it is proof of authority.
- Payment – see previous heading "What is the cost?" for fees and accepted methods of payment.

3. Receive Nidus Confirmation

When the Registry receives the forms and payment, we will register the document and mail a confirmation letter with a wallet card to the contact person listed on the Registration Details Form to receive confirmation.

Who can access the Nidus Registry?

Designated individuals of pre-authorized organizations can access information about a document and a copy of the document. This includes hospitals, banks, and government services. When you register, you decide which types of organizations may access your information.

You can access your own Registry record using the Nidus Registration Number assigned by the Registry and the password you choose during the registration process. This allows you to update information about your document such as changes to your representative's phone number, the location of your original document, or email contact for Registry news.

How can I update my record in the Nidus Registry?

To update information in the Registry, you must provide the information you want updated **in writing**.

You can update

- contact information for yourself and/or those you appointed.
- a change in location of where you have stored the original.
- your password.
- the answer to your prompt question.

Note

You cannot change the names of people you appointed. You need to revoke your existing document and make a new legal document. You can register the revocation with the Nidus Registry and your new document.

To update your record, you must first satisfy the security measures of the Registry for accessing your record. Please provide:

- The Nidus Registration Number; and
- The password. If you have forgotten your password, the Registry will use the prompt question you chose during the registration process to re-set your password.

Send changes in writing to the Registry by one of the following methods.

- Fax to 604.801.5506.
- Regular mail to Nidus Registry, 411 Dunsmuir Street, Vancouver, BC V6B 1X4.
- Email to registry@nidus.ca (please note that email is not considered as secure as fax or regular mail or phone).

Note

You can update contact information such as changes of addresses, phone numbers, email addresses, and location of your original document. You cannot use the Registry to change who you named in your document. You need to revoke your original document and make a new one. Then you can register the revocation and the new document.

How can I request a search of the Registry?

A basic search of the Registry will determine whether there is any information registered under an individual's name.

In order for the Registry to conduct a basic search, you must provide both

- The individual's first and last name; and
- Any two of the following identifiers
- Date of Birth.
- Card Care Number.
- Driver's License Number or BC Identification Number (photo I.D. used by people who do not have a Driver's License).
- Social Insurance Number.

The information provided about the individual for a search is received in confidence and is only used for the purpose of conducting a search and is destroyed/deleted upon completion of the search.

Request a search of the Nidus Registry by one of the following methods.

- Fax to 604.801.5506.
- Regular mail to Nidus Registry, 411 Dunsmuir Street, Vancouver, BC V6B 1X4.
- Email to registry@nidus.ca (please note that email is not considered as secure as fax or regular mail or phone).
- Phone 604.408.7414 or toll free 1.877.267.5552 (private voicemail).

Lawyers and Notaries Public

For information on how to register your client's personal planning documents, contact the Nidus Registry at registry@nidus.ca

Financial and legal institutions and professionals and health and personal care providers

To check if your client, patient, or resident has registered his or her personal planning documents, contact the Nidus Registry at registry@nidus.ca

Nidus Registry Terms and Conditions

Read the [Nidus Registry Terms and Conditions](#)

Learn about other types of registries in British Columbia

British Columbia has other popular registries. Read the Nidus information sheet on the Wills Registry, Land Title Registry and Organ Donor Registry. [What's in a Registry?](#)

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[Nidus is a Latin term for nest: a symbol of safety, support and self-development.](#)