



California
Department of
Health Services

How to Obtain Certified Copies of Birth and Death Records

Upon request, this document will be made available in Braille, large print, and audiocassette or computer disk. To obtain a copy in one of these alternate formats, please call or write:

California Office of Vital Records
M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929
www.dhs.ca.gov (then select "Services")

June 1, 2004

Do we have the record you're requesting yet?

(Continued)

- **Caution:** If you choose to send your request to our office within the first six months of the date of event, and we don't yet have the record available, we'll issue you a Certificate of No Public Record. (The law requires that we keep the fee for our searching efforts.)

If the Record is Being Amended

Amendments to original birth and death records are frequently submitted to our office to correct errors or add information to original documents. Amendments can take up to 10 months to process. Typically, requests for copies of amended certificates are requested at the same time as the amendment is submitted, and the applicant receives a certified copy once the amendment is completed.

- If you request a certified copy **before** the amendment has been completed, you'll receive either a copy of the original record (unamended), or (if we're unable to locate a public record) a Certificate of No Public Record.
- If you know that the record is being amended, and it's the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

What do I need to submit to get a birth or death certificate?

- Applications are included in this pamphlet (you can photocopy additional copies if needed, or download them from our website).
- Complete the appropriate application for the type of record you're requesting (birth or death) – be sure to complete all items on the application.
- Complete a separate application for each record requested.
- Return the following items to the address on the application:
 - Completed application.
 - Appropriate fee.
 - Notarized Sworn Statement (if appropriate) – see next item.

Do I need to provide a notarized Sworn Statement?

That depends on the type of certificate you're requesting.

Effective July 1, 2003, a new law changed the way we issue birth and death certificates. There are now two types of certified copies that we provide:

1. **Certified Copy** (only authorized individuals can get this type).

If you're requesting a **Certified Copy**, you **MUST** provide a notarized Sworn Statement (see page 3 of application) declaring under penalty of perjury that you're authorized by law to receive the Certified Copy (see application for list of authorized individuals).

It's extremely important that you submit a notarized Sworn Statement if you're requesting a Certified Copy. If the notarized Sworn Statement isn't included, we won't be able to accept your request for processing.

(Continued)

CALIFORNIA COUNTY RECORDERS

Alameda	1106 Madison Street, Room 214, Oakland, CA 94607, (510) 272-6363
Alpine	P.O. Box 217, Markleeville, CA 96120-0217, (530) 694-2286
Amador	500 Argonaut Lane, Jackson, CA 95642, (209) 223-6468
Butte	25 County Center Drive, Administration Building, Oroville, CA 95965, (530) 538-7691
Calaveras	Government Center, 891 Mountain Ranch Road, San Andreas, CA 95249, (209) 754-6372
Colusa	546 Jay Street, Colusa, CA 95932-2491, (530) 458-0500
Contra Costa	730 Las Juntas, Box 350, Martinez, CA 94553, (925) 646-2365
Del Norte	981 H Street, Suite 160, Crescent City, CA 95531, (707) 464-7216 or 7205
El Dorado	360 Fair Lane, Placerville, CA 95667, (530) 621-5490
Fresno	2281 Tulare Street, Room 303, or P.O. Box 766, Fresno, CA 93712, (559) 488-3476
Glenn	526 West Sycamore Street, Courthouse, Willows, CA 96988, (530) 934-6412
Humboldt	825 5th Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382
Imperial	940 Main Street, Room 206, El Centro, CA 92243-2865, (760) 482-4272
Inyo	Courthouse, 168 N. Edwards Street, Independence, CA 93526, (760) 878-0222
Kern	1655 Chester Avenue, Bakersfield, CA 93301, (661) 868-6400
Kings	Government Center, 1400 W. Lacey Blvd., Hanford, CA 93230, (559) 582-3211, X 2475
Lake	Courthouse, 255 North Forbes Street, Lakeport, CA 95453, (707) 263-2293
Lassen	Courthouse, 220 S. Lassen Street, Room 5, Susanville, CA 96130, (530) 251-8234
Los Angeles	12400 Imperial Highway, Room 1002, Norwalk, CA 90650, (562) 462-2137
Madera	County Government Center, 209 West Yosemite, Madera, CA 93637, (559) 675-7724
Marin	3501 Civic Center Drive, Courthouse, Room 234, San Rafael, CA 94903, (415) 499-6094
Mariposa	4982 10th Street, P.O. Box 35, Mariposa, CA 95338, (209) 966-2332
Mendocino	501 Low Gap Road, #1020, Ukiah, CA 95482, (707) 463-4376
Merced	2222 M Street, Merced, CA 95340, (209) 385-7627
Modoc	204 Court Street, Room 107, Alturas, CA 96101, (530) 233-6205
Mono	83 Main Street, P.O. Box 237, Bridgeport, CA 93517-0237, (760) 932-5530
Monterey	Church and Alisal Street, P.O. Box 29, Salinas, CA 93902-0029, (831) 755-5041
Napa	900 Coombs Street, Room 116, P.O. Box 298, Napa, CA 94559-2936, (707) 253-4105
Nevada	950 Maidu Avenue, Nevada City, CA 95959, (530) 265-1221
Orange	12 Civic Center Plaza, P.O. Box 238, Santa Ana, CA 92702-0238, (714) 834-2248
Placer	2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600
Plumas	520 Main Street, Room 102, Quincy, CA 95971, (530) 283-6218
Riverside	2724 Gateway Drive, or P.O. Box 751, Riverside, CA 92502-0751, (909) 486-7000
Sacramento	600 8th Street, or P.O. Box 839, Sacramento, CA 95812-0839, (916) 874-6334
San Benito	440 5th Street, Room 206, Hollister, CA 95023-3896, (831) 636-4029
San Bernardino	222 W. Hospitality Lane, San Bernardino, CA 92415-0022, (909) 387-8314
San Diego	1600 Pacific Highway, Room 260, or P.O. Box 1750, San Diego, CA 92112-4147, (619) 237-0502
San Francisco	One Dr. Carlton B. Goodlett Place, City Hall Room 190, San Francisco, CA 94102-4698 Marriage Records: (415) 554-4176
San Joaquin	6 South El Dorado, Second Floor, or P.O. Box 1968, Stockton, CA 95201-1968, (209) 468-3939
San Luis Obispo	1144 Monterey Street, Suite C, San Luis Obispo, CA 93408, (805) 781-5080
San Mateo	Vital Records, 1st Floor, 555 County Center Dr., Redwood City, CA 94063-1665, (650) 363-4713
Santa Barbara	1100 Anacampa Street, P.O. Box 159, Santa Barbara, CA 93102-0159, (805) 568-2250
Santa Clara	County Government Center, East Wing, 70 W. Hedding St., San Jose, CA 95110, (408) 299-4227
Santa Cruz	701 Ocean Street, Room 230, Santa Cruz, CA 95060, (831) 454-2800
Shasta	1500 Court Street, Room 102, Redding, CA 96001-1679, (530) 225-5678
Sierra	P.O. Drawer D., Downieville, CA 95936, (530) 289-3295
Siskiyou	311 4th Street, P.O. Box 8, Yreka, CA 96097, (530) 842-8065
Solano	701 Texas Street, Fairfield, CA 94533, (707) 421-6293
Sonoma	585 Fiscal Drive, Room 103F, or P.O. Box 1709, Santa Rosa, CA 95402, (707) 565-2651
Stanislaus	1021 I Street, Suite 101, or P.O. Box 1670, Modesto, CA 95353, (209) 525-5251
Sutter	433 Second Street, or P.O. Box 1555, Yuba City, 95992-1555, (530) 822-7134
Tehama	633 Washington Street, P.O. Box 250, Red Bluff, CA 96080, (530) 527-3350
Trinity	101 Court Street, P.O. Box 1215, Weaverville, CA 96093, (530) 623-1215
Tulare	County Civic Center, 221 S. Mooney Blvd., Room 105, Visalia, CA 93291-4593, (559) 733-6419
Tuolumne	2 South Green Street, Sonora, CA 95370, (209) 533-5531
Ventura	800 South Victoria Avenue, LN 1260, Ventura, CA 93009, (805) 654-2295
Yolo	625 Court Street, Room 105, Woodland, CA 95695, (530) 666-8130
Yuba	935 14th Street, Marysville, CA 95901, (530) 741-6547

May 20, 2004

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

DO NOT Complete This Application Before Reading the Instructions on Page 2

In an attempt to stop the illegal use of vital records, and as part of statewide efforts to reduce identity theft, a new law (effective July 1, 2003) changed the way certified copies of birth certificates are issued. **Certified Copies** to establish the identity of a registrant can be issued only to authorized individuals, as indicated below. All others will be issued **Certified Informational Copies** that are not valid to establish identity.

Fee: \$15 per copy (payable to the Office of Vital Records).

Please indicate the type of certified copy you are requesting:

<input type="checkbox"/> I would like a Certified Copy . This copy will establish the identity of the registrant. (To receive a Certified Copy you MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT by selecting from the list below AND COMPLETE THE ATTACHED SWORN STATEMENT declaring that you are eligible to receive the Certified Copy. The Sworn Statement MUST BE NOTARIZED if the application is submitted by mail unless you are a law enforcement or local or state governmental agency.)	<input type="checkbox"/> I would like a Certified Informational Copy . This document will be printed with a legend on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." (A Sworn Statement does not need to be provided.)
---	--

NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend, the documents contain the exact same information.

To receive a **Certified Copy** I am:

- The registrant (person listed on the certificate) or a parent or legal guardian of the registrant.
- A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (If you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.)

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Today's Date: _____

Printed Name and Signature of Person Completing Application	Purpose of Request	Telephone – Area Code First ()	
Address – Number, Street	City	State	ZIP Code
Name of Person Receiving Copies, if Different From Above	Number of Copies		Amount Enclosed
Mailing Address for Copies, If Different From Above	City	State	ZIP Code

BIRTH CERTIFICATE INFORMATION (PLEASE PRINT OR TYPE) Adopted: No Yes (If Yes, see #4 on Page 2 for more information)

Name on Certificate – Last Name (Birth Name if Married)	Name on Certificate – First Name	Name on Certificate – Middle Name
City of Birth		County of Birth
Date of Birth – MM/DD/CCYY (If unknown, enter approximate date of birth)		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name on Certificate – Father's Last Name	Name on Certificate – Father's First Name	Name on Certificate – Father's Middle Name
Name on Certificate – Mother's Maiden Name	Name on Certificate – Mother's First Name	Name on Certificate – Mother's Middle Name

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California,
(Printed Name)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth or death record of the following individual(s):

Name of Person Listed on Certificate	Relationship to Person Listed on Certificate

(The remaining information must be completed in the presence of a Notary Public or Office of Vital Records staff.)

Subscribed to this _____ day of _____, 20____, at _____, _____
(Day) (Month) (City) (State)

(Signature)

Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)
County of _____) ss

On _____, before me personally appeared _____,

personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.
(NOTARY SEAL)

NOTARY SIGNATURE

APPLICATION FOR CERTIFIED COPY OF DEATH RECORD**DO NOT Complete This Application Before Reading the Instructions on Page 2**

In an attempt to stop the illegal use of vital records, and as part of statewide efforts to reduce identity theft, a new law (effective July 1, 2003) changed the way certified copies of death certificates are issued. **Certified Copies** to establish the identity of a registrant can be issued only to authorized individuals, as indicated below. All others will be issued **Certified Informational Copies** that are not valid to establish identity.

Fee: \$13 per copy (payable to the Office of Vital Records).

Please indicate the type of certified copy you are requesting:

<input type="checkbox"/> I would like a Certified Copy . This copy will establish the identity of the registrant. (To receive a Certified Copy you MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT by selecting from the list below AND COMPLETE THE ATTACHED SWORN STATEMENT declaring that you are eligible to receive the Certified Copy. The Sworn Statement MUST BE NOTARIZED if the application is submitted by mail unless you are a law enforcement or local or state governmental agency .)	<input type="checkbox"/> I would like a Certified Informational Copy . This document will be printed with a legend on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY". (A Sworn Statement does not need to be provided.)
---	--

NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend, the documents contain the exact same information.

To receive a **Certified Copy** I am:

- A parent or legal guardian of the registrant (person listed on the certificate).
- A party entitled to receive the record as a result of a court order.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (If you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.)
- Any agent or employee of a funeral establishment who acts within the course and scope of his or her employment and who orders certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)		Today's Date: _____	
Printed Name and Signature of Person Completing Application		Purpose of Request	Telephone – Area Code First ()
Address – Number, Street		City	State ZIP Code
Name of Person Receiving Copies, if Different From Above		Number of Copies	Amount Enclosed
Mailing Address for Copies, if Different From Above		City	State ZIP Code

DECEDENT INFORMATION (PLEASE PRINT OR TYPE)			
Name of Decedent – Last	First	Middle	Sex
City of Death	County of Death	Date of Birth – MM/DD/CCYY	State of Birth
Date of Death – MM/DD/CCYY (Or Period of Years to be Searched)		Social Security Number	
Mother's Maiden Name		Name of Spouse – Husband or Wife of Decedent (Last, First, Middle)	

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California,
(Printed Name)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth or death record of the following individual(s):

Name of Person Listed on Certificate	Relationship to Person Listed on Certificate

(The remaining information must be completed in the presence of a Notary Public or Office of Vital Records staff.)

Subscribed to this _____ day of _____, 20____, at _____, _____
(Day) (Month) (City) (State)

(Signature)

Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)
County of _____) ss

On _____, before me personally appeared _____

personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.
(NOTARY SEAL)

NOTARY SIGNATURE