

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

HOW TO OBTAIN YOUR NEWBORN BABY'S BIRTH CERTIFICATE:

At any time after the birth you may submit your request:

1) By Mail: Complete the application, have it notarized and mail it to the office. We process all orders when received and mail out the next day.

2) Online: Go to www.vitalchek.com. You can submit your order and pay online. You will need to upload/attach the sworn statement after you have it notarized. Orders are processed next day. You may also request expedited UPS shipping online.

DUE TO THE COVID-19 PANDEMIC THE OFFICE IS CLOSED. NO APPLICATIONS WILL BE ACCEPTED IN PERSON. PLEASE DO NOT GO TO THE OFFICE AT THIS TIME. WE DO NOT KNOW WHEN THE OFFICE WILL RE-OPEN. ALL ORDERS SUBMITTED THROUGH THE MAIL AND ON-LINE WILL BE PROCESSED AS SOON AS POSSIBLE.

Please keep in mind:

It takes approximately 5-10 business days for the hospital to complete the birth certificate and submit it to us for registration. If we have the certificate you will receive it at the time of your order. If we don't have it yet we will mail it to you as soon as we receive it. Unfortunately, we cannot do any research over the phone. We can only research after we have received the completed application and fees from you, per Health & Safety Code Sections 103625, 103650.

Contra Costa County
Public Health -Vital Registration
10 Douglas Drive, Suite 220
Martinez, CA 94553
(925) 313-1125

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD**INFORMATION:**

The name required on Vital Records are the names given at birth, or a name received through adoption, court-ordered name change, or naturalization. AKAs (Also Known As) and assumed names cannot be entered as the legal name on the birth record.

INSTRUCTIONS:

1. **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a birth record to establish identity of the registrant (person listed on the certificate). Page 3 identifies the individuals who are authorized to make the request. All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."
2. Complete a separate application for each different birth record requested.
3. Complete the **Applicant Information** section on Page 3. In the **Birth Record Information** section, provide all the information you have available to identify the birth record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record, in which case the fee will be retained for the search and you will be issued a certificate of No Public Record. Fees are non-refundable per state law.
4. **SWORN STATEMENT**
 - The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the birth record and identify their relationship to the registrant – the relationship must be one that is identified on Page 3. **Only one sworn statement is required for multiple records.**
 - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. To find a Notary Public, see your local yellow pages or call your banking institution. Law Enforcement and local and state governmental agencies are exempt from the notary requirement.
 - A Sworn Statement notarized by a foreign notary must have an Apostille attached. An Apostille is a certificate that authenticates a document for use in another country. Foreign notarizations obtained from an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the United States, or from a Judge of Court of record having a seal in a foreign country do not require an apostille.
 - You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the birth record.
5. Submit \$32.00 for **each** copy requested. If no birth record is found, the fee will be retained for searching for the record (as required by law) and a "Certificate of No Public record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out of country requests) made payable to Vital Registration.
PLEASE SUBMIT CHECK OR MONEY ORDER- DO NOT SEND CASH (We cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).
6. Mail completed application and fees to:

Contra Costa County
Public Health -Vital Registration
10 Douglas Drive, Suite 220
Martinez, CA 94553
(925) 313-1125

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

California law (Health and Safety Code Section 103526), permits only authorized individuals as listed on the application to receive certified copies of birth records. Those who are not authorized by law to receive an authorized certified copy will receive a certified informational copy with the legend, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

Please indicate the type of certified copy you are requesting:

- I am requesting a Certified **AUTHORIZED** copy I am requesting a Certified **INFORMATIONAL** copy

NOTE: Both documents are certified copies of the original document on file with the Contra Costa County Vital Registration Office, with the exception of the legend and redaction of signatures the documents contain the same information.

To receive an **AUTHORIZED** copy, you **MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT** below. To receive a certified copy, the applicant must sign a sworn statement that he or she is authorized to receive the certified copy. The Sworn Statement **MUST BE NOTARIZED** unless you are a member of a law enforcement agency or a representative of a state or local government agency.

RELATIONSHIP:

- Parent Grandparent of Registrant Sibling of Registrant
 Legal Guardian of Registrant *(Include court order)* Attorney/Licensed Adoption Agency *(Include court order)*
 Law Enforcement/Government Agency *(Conducting Official Business) \$19*

APPLICANT INFORMATION (Clearly Print)

Today's Date:

Phone Number: _____ Email: _____

Name of Person Requesting Record:

Mailing Address: Number, Street & Apt#

City: _____ State: _____ Zip Code: _____

BIRTH RECORD INFORMATION (Clearly Print)

Complete the information below as shown on the birth record

FIRST Name _____ **MIDDLE Name** _____ **LAST Name** _____

HOSPITAL of Birth:

Date of Birth: MM/DD/YYYY _____ **County of Birth** **CONTRA COSTA**

First Name of Parent _____ **Last BIRTH Name (Before Marriage)** _____

First Name of Parent _____ **Last BIRTH Name (Before Marriage)** _____

FEE: \$32.00 PER COPY (PAYABLE TO VITAL REGISTRATION) Submit Check or Money Order – Do Not Send Cash

Quantity: _____ x \$32.00 = Total _____

- Check/Money Order Enclosed Notarized Sworn Statement Enclosed
 In Person Only: Cash/Check Credit/Debit Card + \$2.50 Processing Fee

VITAL REGISTRATION OFFICE USE ONLY

Date Processed _____ ID Type _____ ID# _____ Banknote Serial # _____ Staff Initial _____ LFN _____

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code 103526(c), and am eligible to receive a certified copy of the birth certificate of the following individual(s):

Table with 2 columns: Name of Person Listed on Certificate, Applicant's Relationship to Person Listed on Certificate

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

Subscribed to this ____ day of _____, 20____ at _____.

(Applicant's Signature)

Note: If submitting your order by mail or online, 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.) Only one sworn statement is required for multiple records. If you are submitting in person you only need valid government ID, no notary.

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____)

County of _____)

On _____ before me, _____, personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.
(SEAL)

SIGNATURE OF NOTARY PUBLIC