

IDENTIFICATION & INCOME

IDENTIFICATION

BIRTH CERTIFICATE

WHERE TO GET YOUR BIRTH CERTIFICATE DEPENDS ON WHERE YOU WERE BORN.

Born in City and County of San Francisco

GET A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE

COST: \$14

Payment Methods: VISA, Master Card, cash, money order and personal or business check payable to Department of Public Health

San Francisco Department of Public Health

- 101 Grove Street, Room 105 at the Civic Center in San Francisco
- Phone: (415) 554-2700
- Hours: 8am – 4pm, Monday thru Friday (closed major holidays)

In San Francisco, if you go in person the Department of Public Health, you don't need to show identification. But, you must know this information to fill out the form:

- Full name at birth
- Date of birth
- Mother's Maiden Name
- Father's Full Name
- Place of Birth (Hospital name if known)

It will take approximately 30 minutes to process the request.

Born in California – Outside of San Francisco

Call the California Department of Health Services: (916) 445-2684 for information

GET A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE

Cost: \$14

In-Person Request – County Recorder's Office

The best option is to go to the Recorder's Office in the county in which you were born.

BEFORE YOU GO -- Call the California Department or County office and ask questions, including: Do you need to show identification to get the birth certificate? How long does it take to get the birth certificate?

Mailed-In Request – California Department of Health Services

If you can't make it to another county's Recorder's Office, you can mail the request.

California Department of Health Services
Office of Vital Records - M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410

YOU MUST ENCLOSE THE FOLLOWING IN YOUR MAILED REQUEST:

- Check or money order made out to California Department of Health Services for \$14
- Birth Certificate Application and Sworn Notarized Statement
- Formal written (or typed) request for birth certificate – A sample can be found at the end of this section.

IMPORTANT INFORMATION WHEN YOU MAIL IN THE REQUEST

When requests for birth certificates are mailed in, you must submit a **sworn notarized statement** along with the application. You will see that this statement is attached to the standard application. A Notary is someone who is legally empowered to witness signatures and certify a document's validity.

There are many businesses that have a notary on staff.

One suggestion is the UPS Store at 660 4th Street, San Francisco, CA 94107.
Phone: (415) 615-6968.

There is a \$10 fee for the notarized service – Fees may vary from place to place.

To get a notarized statement, you need documentation of your identity, age and legal presence. If you don't yet have any personal identification, try to get a statement for your probation/parole that testifies to your name, age, birthdate, address and parents' legal names. Also, bring a close family member who has I.D. with you to the notary. The notary may allow your family member to "verbally identify" you.

Remember, to mail in a birth certificate request, you need to include four things: The application, fee, notarized statement and written letter.

It takes about 60 days for a mailed in request to be processed.

Born Outside of California

Call the Recorder's Office in the county in which you were born and ask several questions:

- Can a family member with identification that still lives in the county request the birth certificate? What is the application process for an in-person request?
- How much does it cost? How long does it take to receive it?
- What is the application process for a mailed-in request?

IDENTIFICATION – BIRTH CERTIFICATE

Sample Letter Requesting Birth Certificate If You Are Mailing in the Request

Date

To Whom It May Concern:

This is a formal request to receive a CERTIFIED COPY of my birth certificate. My legal name is Leila Rose Johnson and I was born in San Francisco County in 1971.

Enclosed is my payment for \$14 and the application for a birth certificate which includes the sworn notarized statement.

Please mail the birth certificate to:

Leila Johnson
850 Bryant Street
San Francisco, CA 94103

This is my permanent residence.

I can be reached at (415) 000-0000 if you have questions about any of the submitted information.

Thank you in advance for your assistance with this request.

Sincerely,

Leila Johnson

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: **\$14 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.)
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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: _____		
Agency Name (if appropriate)	Agency Case No. (if appropriate)	Purpose of Request				
Printed Name and Signature of Applicant			Number of Copies	Amount Enclosed		
Mailing Address – Number, Street				Name of Person Receiving Copies, if Different from Applicant		
City	State / Province	ZIP Code	Mailing Address for Copies, if Different from Applicant			
Daytime Telephone (include area code) ()		Country	City	State	ZIP Code	

BIRTH CERTIFICATE INFORMATION (PLEASE PRINT OR TYPE)			Adopted: <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, see #4 on Page 2)		
BIRTH Name on Certificate (LAST)	FIRST Name on Certificate	MIDDLE Name on Certificate			
City of Birth (must be in California)			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		
BIRTH Name on Certificate – Father/Parent	FIRST Name on Certificate – Father/Parent	MIDDLE Name on Certificate – Father/Parent			
BIRTH Name on Certificate – Mother/Parent	FIRST Name on Certificate – Mother/Parent	MIDDLE Name on Certificate – Mother/Parent			

INFORMATION: Birth records have been maintained in the Office of the State Registrar of Vital Records since July 1, 1905.

The “Birth” name required on Vital Records (see Items 1C, 6C, 7C, 9C, and 12C) is the name given at birth, or a name received through adoption, court-ordered name change, or Naturalization. AKA’s (Also Known As) and assumed names cannot be entered as the legal “Birth” name.

INSTRUCTIONS:

1. As of July 1, 2003, **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 1 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.”

Confidential Information on Birth Record: Some individuals have special needs for a birth certificate that contains the confidential information provided at the time the birth record was prepared. This confidential information may be used to establish ethnicity, to provide health background, or for other personal reasons. For information on how to obtain a birth certificate containing the confidential information, please refer to the Birth Certificate section of our website: www.cdph.ca.gov (then select “Services”). Only specific individuals may obtain confidential copies.

2. Complete a separate application for each birth record requested.
3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Birth Certificate 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.
4. **If the registrant has been adopted**, make the request in the **adopted** name. (If you’re requesting a copy of the **original** birth certificate, you **must** provide a court order releasing the original sealed record.)

5. **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 of those identified on Page 1.
- 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.**
- You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the birth record.

6. Submit \$14 for **each** copy requested. If no birth record is found, the \$14 fee will be retained for searching 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 the **Office of Vital Records**. Mail this application with the fee(s) to the Office of Vital Records at the address below.

7. **Returning Completed Certificates:** Completed certificates are returned using the U.S. Postal Service.

Office of Vital Records - MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684

BIRTH

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SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California,
(Applicant's 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	Applicant's Relationship to Person Listed on Certificate (Must Be a Relationship Listed on Page 1 of Application)

(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)

(Applicant's 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 _____)

On _____ before me, _____, personally appeared _____,
(here insert name and title of the officer)

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