

# NEED A BIRTH CERTIFICATE?

## APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD DO NOT Complete the Application Before Reading the Instructions!

1. Complete a separate application form for each person whose birth record is requested. **If no record is found, the fee will be retained for searching as required by law and a Certificate of No Record will be issued.**
2. An **Authorized Certified Copy** of a birth record will establish the identity of the registrant. An **Informational Certified Copy** contains the same information but will not establish the identity of the registrant. California law permits only specified persons (as listed on the application) to receive Authorized Certified Copies of birth records. All others may only receive an Informational Certified Copy, marked with the legend **“Informational, Not a Valid Document to Establish Identity.”**
3. In the top section of the application, specify whether you are requesting an Authorized Certified Copy or an Informational Certified Copy. If you are requesting only an Informational Certified Copy, you do not need to mark any of the five options on the list or submit the sworn statement on the last page; just complete the “Applicant Information” and “Birth Certificate Information” sections.
4. Complete the **Birth Certificate Information** section, providing all the information you can. Be sure to give the registrant’s **full** name. If the information you furnish is incomplete or inaccurate, we may not be able to find the record. If the registrant has been **adopted**, please make the request in the **adopted** name. (If you are requesting a copy of the **original** sealed birth certificate, you must apply to the State Office of Vital Records with a court order releasing the original sealed record.) Complete the **Applicant Information** section and provide your **printed name and your signature** where indicated.
5. **SWORN STATEMENT:**  
For an **Authorized Certified Copy** (which is needed in order to get a driver’s license, passport, Social Security card, etc.), you must complete the top section of the application, identifying your relationship to the registrant, and you must sign the attached sworn statement.  
If you *apply in person*, you must sign the sworn statement *in the presence of the Recorder’s Office staff*.  
If you *mail your request*, your sworn statement and signature must be notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or contact your banking institution.) Any request for an Authorized Certified Copy that does not include a notarized sworn statement will be returned without processing. Law enforcement and local and state government agencies are exempt from the notary requirement.  
PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose birth certificate you wish to obtain and your relationship to that individual.
6. **Submit \$32.00 (cash, check (Local Only) or money order) for each Authorized Certified Copy or Informational Certified Copy requested.** Indicate the number of copies you want, which type you want, and include sufficient payment with this application, in the form of a personal check (local) or a postal or bank money order (International Money Order for out-of-country requests) made payable to **County Recorder**.
7. Submit **this application** with the **sworn statement** and **payment** (cash, check, or money order only) to:  

<u>(in person)</u>	<u>(by mail, with sworn statement notarized)</u>
<b>Santa Cruz County Recorder</b>	<b>Santa Cruz County Recorder</b>
701 Ocean St., Room 230	701 Ocean Street, Room 230
Santa Cruz, CA 95060	Santa Cruz, CA 95060

You must complete the application with the correct address information in order to insure prompt processing.

**Contact Information:**

(831) 454-2800

Email: [RCD.Web@santacruzcounty.us](mailto:RCD.Web@santacruzcounty.us)

**Hours:**

Monday-Friday 8:00 am to 12:00 pm

1:00 pm to 4:00 pm

If the birth occurred over six weeks ago, you can also order a birth certificate via the Internet, by logging onto [www.vitalchek.com](http://www.vitalchek.com), using your credit card to process your request, for an additional fee of about \$13.

# APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

## Santa Cruz County Recorder's Office

**Fee is \$32.00 per Copy, if no record is found, the fee will be retained for searching as required by law and a Certificate of No Record will be issued.**

Please indicate whether you are requesting an <b>Authorized Certified Copy</b> or an <b>Informational Certified Copy</b> .	
<input type="checkbox"/> I would like an <b>Authorized Certified Copy</b> . This copy will establish the identity of the registrant. To receive an Authorized Certified Copy, you must indicate your relationship to the registrant, by selecting from the following list, and complete the attached sworn statement. If applying by mail, you must have the sworn statement notarized (unless you are with a law enforcement agency or a state or local government agency).	<input type="checkbox"/> I would like an <b>Informational Certified Copy</b> . This document will be printed with a legend that reads "Informational, Not a Valid Document to Establish Identity." For an Informational Certified Copy, you are <b>not</b> required to select from the list below or submit the sworn notarized statement; just complete the "Applicant Information" and "Birth Certificate Information" below.
I am (check one):	
<input type="checkbox"/> The registrant or a parent or legal guardian of the registrant.	
<input type="checkbox"/> A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> A member of a law enforcement agency or a representative of another government agency, as provided by law, who is conducting official business.	
<input type="checkbox"/> 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. <i>(If you are requesting an Authorized Certified Copy under a power of attorney, include a copy of the power of attorney with this application form.)</i>	

BIRTH CERTIFICATE INFORMATION (PLEASE PRINT OR TYPE)		
First Name on Certificate	Middle Name on Certificate	Complete Last Name on Certificate
City or Town of Birth		County of Birth
Date of Birth – Month, Day, Year (If unknown, enter approximate date of birth)		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Parent's First Name on Certificate	Parent's Middle Name on Certificate	Parent's Last-Birth Name on Certificate
Parent's First Name on Certificate	Parent's Middle Name on Certificate	Parent's Last-Birth Name on Certificate

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)			
<b>Printed Name</b> of Person Requesting Record		Today's Date	Telephone Number – Area Code First (      )
Mailing Address – Number, Street	City	State	ZIP Code
Name of Person Receiving Copies, <i>if Different From Above</i>	<b>No. of Copies</b>	<b>(\$32.00 each)</b> \$	E-mail Address
Mailing Address for Copies, <i>if Different From Above</i>	City	State	ZIP Code

**BIRTH**

## SWORN STATEMENT

I, \_\_\_\_\_, declare, under penalty of perjury under the laws of the State of California,  
(Your 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/death record of the following individual(s):

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

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (City) (State)

\_\_\_\_\_  
(Your 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 government agencies are exempt from the notary requirement.)**

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.

## CERTIFICATE OF ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss

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 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. 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.  
(NOTARY SEAL)

\_\_\_\_\_  
NOTARY SIGNATURE