

INSTRUCTIONS

- Mail the following items to CDPH-VR:
 - 1) Completed “Application for Certified Copy of Birth Record” (VS 111).
 - 2) Notarized sworn statement (if applicable).
 - 3) \$25 fee per copy requested.
- Complete a separate application for each record requested.
- Be sure to complete all items required on the application, and provide as much information as possible to help locate the record, otherwise your request may be returned to you for correction.
- Fees are payable to “CDPH Vital Records” via check or money order. International money orders for out-of-country requests must be payable in U.S. dollars. Fees are also non-refundable per state law.
- If CDPH-VR cannot locate the record based on the information you provide, California Health and Safety Code authorizes CDPH-VR to maintain the fee for the search, and CDPH-VR will issue a Certificate of No Public Record (CNPR).
- If you require documentation that a record does not exist, check the CNPR box on the application.
- Fees previously paid to local registrars and county recorder’s offices cannot be transferred to CDPH-VR.

Vital Records maintains a permanent, public record of every birth and death that has occurred in California since July 1905, and has more than 50 million records on file.



California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684
www.cdph.ca.gov
CA Relay: 711/1-800-735-2929



How to Obtain Certified Copies of ***Birth Records***

January 1, 2018

AVAILABILITY OF RECORDS

Before birth certificates are registered in the California Department of Public Health—Vital Records (CDPH-VR) database and are made available for processing copies, they are first registered in the county where the birth took place. This process is administered through the local county health department (registered) and local county recorder's office (maintained).

Because of the time it takes the county offices to send the records to CDPH-VR and to get them registered in the system, *CDPH-VR encourages you to request certified copies of certificates from the county recorder's office if you require a copy within the first three months after the date of event.*

Caution: If you choose to send your request to CDPH-VR office within the first three months after the date of event, and the record is not available yet, CDPH-VR will issue you a Certificate of No Public Record (CNPR). CDPH-VR will retain the fee for the search, per California law.

IF THE RECORD IS BEING AMENDED

Amendments to original birth records are frequently submitted to CDPH-VR to correct errors or add information to original documents. Copies of amended certificates may be requested at the same time the amendment is submitted. The applicant receives a certified copy once the amendment is completed.

- If you request a certified copy **before** the amendment has been completed, you will receive either: a copy of the un-amended record, or a CNPR if CDPH-VR is not able to locate the record.
- If you know that the record is being amended, and it is the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

ATTENTION:
PLEASE READ THE FOLLOWING INFORMATION
BEFORE COMPLETING APPLICATION

CERTIFIED COPIES AND SWORN STATEMENTS

There are two types of certified copies available upon request:

1) **Certified Copy** *(authorized persons only)*

If you are requesting a certified copy, you MUST provide a notarized sworn statement (see page 3 of application) declaring under penalty of perjury that you are authorized by law to receive the certified copy (see application for list of authorized individuals).

If you are requesting a certified copy and a notarized sworn statement is not included, CDPH-VR will not be able to accept your request for processing.

A certified copy can be used to establish the identity of the person named on the certificate.

Note: Only one sworn statement is required for multiple records that are requested at the same time — but the sworn statement must include the name of each person whose record is being requested and your relationship to that person.

2) **Certified Informational Copy** *(any interested person)*

If you are requesting a certified informational copy, you DO NOT need to provide a sworn statement.

A certified informational copy has a legend printed on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." Persons who are not eligible to receive a certified copy can receive a certified informational copy.

Both types of documents are certified copies of the original document on file with CDPH-VR. Depending on the exact year of event, some certified informational copies will have signatures and Social Security numbers redacted (concealed).

APPLICANT NOTIFICATION

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), the request will be returned with a letter explaining what needs to be corrected; or,
- If your request is accepted, CDPH-VR will process the application and mail out a copy of the certificate(s) you requested.

Please allow a few weeks to receive these documents.

PROCESSING TIMES

[To check current processing times for certified copies of birth certificates, visit the following link:](https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx)

<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>

If you need your copy sooner, please refer to the enclosed list of county recorder's offices to contact the county where the event occurred. Because of the large volume of requests processed at the state level, the county offices can usually provide a faster processing time.

All applications and written inquiries should be mailed to:

**California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

If you still have any questions, please contact the CDPH-VR Customer Service Unit at (916) 445-2684, Monday through Friday, between 8AM – 4PM.

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 California Department of Public Health – Vital Records (CDPH-VR). With the exception of the legend and redaction of signatures and Social Security Number, 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:

- Registrant (Name on Certificate)
- Grandparent/Grandchild of Registrant
- Authorized by Court Order (Include copy of the court order.)
- Law Enforcement/Govt. Agency (Conducting Official Business)
- Parent/Legal Guardian of Registrant (Legal guardian must provide documentation.)
- Power of Attorney/Executor of the Registrant’s Estate (Include a copy of the power of attorney or supporting documentation identifying you as executor.)
- Child/Sibling of Registrant
- Spouse/Registered Domestic Partner of Registrant
- Attorney Representing Registrant or Registrant’s Estate
- Attorney/Licensed Adoption Agency (Under CA Family Code § 3140 or 7603)

APPLICANT INFORMATION (PRINT OR TYPE) Today’s Date:

Agency Name (If Applicable)			Agency Case Number		Inmate ID Number	
Name of Person Completing Application			Signature of Applicant		Purpose of Request <input type="checkbox"/> Check this box for CNPR Request	
Mailing Address – Number, Street, and Unit # (if applicable)			Amount Enclosed – DO NOT SEND CASH \$_____ Check \$_____ Money Order		Number of Copies	
City			Name of Person Receiving Copies if Different from Applicant			
State/Province		ZIP Code	Country		Mailing Address for Copies if Different from Applicant	
Daytime Telephone Number ()		Email Address		City	State	ZIP Code

BIRTH RECORD INFORMATION (PRINT OR TYPE) Adopted: No Yes (If Yes, see #4 on Page 2)
Complete the information below as shown on the birth record, to the best of your knowledge.

FIRST Name		MIDDLE Name		LAST Name	
City of Birth (must be in California)				County of Birth	
Date of Birth – MM/DD/YYYY (If unknown, enter approximate date)					
FIRST Name <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent		MIDDLE		LAST (Birth/Before Marriage/Domestic Partnership)	
FIRST Name <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent		MIDDLE		LAST (Birth/Before Marriage/Domestic Partnership)	

FEE: \$25 PER COPY (PAYABLE TO CDPH VITAL RECORDS) Check/Money Order Enclosed Notarized Sworn Statement Enclosed (if applicable)

Submit Check or Money Order – Do Not Send Cash

You may view current processing times at www.cdph.ca.gov

INFORMATION:

Birth records have been maintained by the California Department of Public Health – Vital Records (CDPH-VR) since July 1, 1905.

The 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. 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 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 Record** section of the CDPH-VR website at: www.cdph.ca.gov. Only specific individuals may obtain confidential copies.

2. Complete a separate application for each different birth record requested.
3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. 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, CDPH-VR may not be able to locate the record.
4. **If the registrant has been adopted**, make the request in the **adopted** name. If you are requesting a copy of the **original** birth certificate, you **must** provide a court order releasing the original sealed record.
5. If you require documentation that a birth record **does not** exist, check the box for CNPR (Certificate of No Public Record) Request on the application.

6. 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 1. **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.

7. Submit \$25 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 **CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).

8. Mail completed applications with the fee(s) to:

California Department of Public Health
 Vital Records – MS 5103
 P.O. Box 997410
 Sacramento, CA 95899-7410
 (916) 445-2684

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, death, or marriage certificate 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 CDPH 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.) Only one sworn statement is required for multiple records.

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 _____,
(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 OF NOTARY PUBLIC

CALIFORNIA COUNTY RECORDERS

Alameda.....	1106 Madison Street, First Floor, Oakland, CA 94607, (510) 272-6362
Alpine.....	99 Water Street, or P.O. Box 155, Markleeville, CA 96120, (530) 694-2283
Amador.....	810 Court Street, Jackson, CA 95642, (209) 223-6468
Butte.....	25 County Center Drive, Suite 105, Oroville, CA 95965, (530) 538-7691
Calaveras.....	891 Mountain Ranch Road, San Andreas, CA 95249, (209) 754-6372
Colusa.....	546 Jay Street, Suite 200, Colusa, CA 95932, (530) 458-0500
Contra Costa.....	555 Escobar Street, or P.O. Box 350, Martinez, CA 94553, (925) 335-7910
Del Norte.....	981 H Street, Suite 160, Crescent City, CA 95531, (707) 464-7216
El Dorado.....	360 Fair Lane, Placerville, CA 95667, (530) 621-5490
Fresno.....	2281 Tulare Street, Room 302, or P.O. Box 766, Fresno, CA 93712, (559) 600-3476
Glenn.....	516 West Sycamore Street, Second Floor, Willows, CA 95988, (530) 934-6412
Humboldt.....	825 Fifth Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382
Imperial.....	940 West Main Street, Suite 202, El Centro, CA 92243, (760) 482-4272
Inyo.....	168 North Edwards Street, or P.O. Drawer F, Independence, CA 93526, (760) 878-0222
Kern.....	1655 Chester Avenue, Bakersfield, CA 93301, (661) 868-6400
Kings.....	Government Center, 1400 West Lacey Boulevard, Hanford, CA 93230, (559) 582-3211, ext. 2470
Lake.....	Courthouse, 255 North Forbes Street, Lakeport, CA 95453, (707) 263-2293
Lassen.....	220 South Lassen Street, Suite 5, Susanville, CA 96130, (530) 251-8234
Los Angeles.....	12400 Imperial Highway, Norwalk, CA 90650, (800) 201-8999 or (562) 462-2137
Madera.....	200 West Fourth Street, Madera, CA 93637, (559) 675-7724
Marin.....	3501 Civic Center Drive, Suite 232, San Rafael, CA 94903, (415) 473-6094
Mariposa.....	4982 Tenth Street, or P.O. Box 35, Mariposa, CA 95338, (209) 966-5719
Mendocino.....	501 Low Gap Road, Room 1020, Ukiah, CA 95482, (707) 234-6822
Merced.....	2222 M Street, Merced, CA 95340, (209) 385-7627
Modoc.....	108 E. Modoc Street, Alturas, CA 96101, (530) 233-6205
Mono.....	74 School Street, Annex 1, or P.O. Box 237, Bridgeport, CA 93517, (760) 932-5530
Monterey.....	168 West Alisal Street, First Floor, or P.O. Box 29, Salinas, CA 93902-0570, (831) 755-5041
Napa.....	900 Coombs Street, Room 116, or P.O. Box 298, Napa, CA 94559-0298, (707) 253-4105
Nevada.....	950 Maidu Avenue, Suite 210, Nevada City, CA 95959, (530) 265-1221
Orange.....	12 Civic Center Plaza, Room 101, Santa Ana, CA 92701, (714) 834-2500
Placer.....	2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600
Plumas.....	520 Main Street, Room 102, Quincy, CA 95971, (530) 283-6218 or (530) 283-6256
Riverside.....	2724 Gateway Drive, or P.O. Box 751, Riverside, CA 92502-0751, (951) 955-6200
Sacramento.....	600 Eighth Street, or P.O. Box 839, Sacramento, CA 95812-0839, (916) 874-6334
San Benito.....	County Courthouse, 440 Fifth Street, Room 206, Hollister, CA 95023, (831) 636-4046
San Bernardino.....	222 West Hospitality Lane, First Floor, San Bernardino, CA 92415-0022, (855) 732-2575
San Diego.....	1600 Pacific Highway, Suite 260, San Diego, CA 92101, (619) 237-0502
San Francisco.....	One Dr. Carlton B. Goodlett Place, City Hall, Room 190, San Francisco, CA 94102, (415) 554-5596*
San Francisco Health Dept.	101 Grove Street, Room 105, San Francisco, CA 94102, (415) 554-2700**
San Joaquin.....	44 North San Joaquin Street, Suite 260, or P.O. Box 1968, Stockton, CA 95201, (209) 468-3939
San Luis Obispo.....	1055 Monterey Street, Room D120, San Luis Obispo, CA 93408, (805) 781-5080
San Mateo.....	555 County Center, First Floor, Redwood City, CA 94063-1665, (650) 363-4500
Santa Barbara.....	1100 Anacapa Street, or P.O. Box 159, Santa Barbara, CA 93102-0159, (805) 568-2250
Santa Clara.....	70 West Hedding Street, San Jose, CA 95110, (408) 299-5688
Santa Cruz.....	701 Ocean Street, Room 230, Santa Cruz, CA 95060, (831) 454-2800
Shasta.....	1450 Court Street, Suite 208, Redding, CA 96001-1670, (530) 225-5678
Sierra.....	100 Courthouse Square, Room 11, or P.O. Drawer D, Downieville, CA 95936, (530) 289-3295
Siskiyou.....	311 Fourth Street, Room 107, Yreka, CA 96097, (530) 842-8065
Solano.....	675 Texas Street, Suite 2700, Fairfield, CA 94533-6338, (707) 784-6294
Sonoma.....	585 Fiscal Dive, Room 103-F, or P.O. Box 1709, Santa Rosa, CA 95402, (707) 565-2651
Stanislaus.....	1021 I Street, Suite 101, Modesto, CA 95354-0847, (209) 525-5250
Sutter.....	433 Second Street, Yuba City, CA 95991, (530) 822-7134
Tehama.....	633 Washington Street, Room 11, or P.O. Box 250, Red Bluff, CA 96080, (530) 527-3350
Trinity.....	11 Court Street, or P.O. Box 1215, Weaverville, CA 96093, (530) 623-1215
Tulare.....	County Civic Center, 221 South Mooney Boulevard, Room 103, Visalia, CA 93291, (559) 636-5050
Tuolumne.....	2 South Green Street, Third Floor, Sonora, CA 95370, (209) 533-5531
Ventura.....	800 South Victoria Avenue, Ventura, CA 93009-1260, (805) 654-3665
Yolo.....	625 Court Street, Room B01, or P.O. Box 1130, Woodland, CA 95776-1130, (530) 666-8130
Yuba.....	915 Eighth Street, Suite 107, Marysville, CA 95901, (530) 749-7850

* Public Marriages

** Birth and Death Certificates