

# How to Obtain a Certified Copy of a Birth Record



## AVAILABILITY OF RECORDS

Birth records are available two weeks after the date of event. You may request a copy from either the county of birth or from the California Department of Public Health – Vital Records (CDPH-VR). CDPH-VR issues vital records for all of California whereas counties can only issue records for events that occurred in that county.

If CDPH-VR cannot locate the record based on the information you provide, the law authorizes CDPH-VR to retain the fee for the search, and CDPH-VR will issue a Certificate of No Public Record (CNPR).

## IF THE RECORD NEEDS AMENDMENT

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 may 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 in the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

## CERTIFIED COPIES AND SWORN STATEMENTS

There are two types of certified copies available upon request:

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

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

If you are requesting a certified copy, you **MUST** provide a notarized sworn statement (see page 5 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 accept your request for processing.

**Note:** Only one sworn statement is required for multiple records that are requested at the same time – however, 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).

### **WHAT TO SUBMIT FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE**

- Completed “Application for Certified Copy of Birth Record” (VS 111).
- Notarized sworn statement (if applicable).
- \$25 fee per copy requested (check or money order in US dollars, made payable to CDPH-Vital Records) **NO CASH.**

### **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.

### **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>

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.

Mail all applications and written inquiries to the address below. If you have any questions, please contact the CDPH-VR Customer Service Unit, Monday through Friday, 8AM – 4PM.

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

## APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

### \$25.00 PER COPY

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THE APPLICATION.

- CERTIFICATE TYPE:**  I am requesting an AUTHORIZED COPY (notarized sworn statement required)  
 I am requesting an INFORMATIONAL COPY

**Part 1 - Relationship to Person on Certificate (Registrant):** *Check appropriate box.*

- The registrant or a parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of court order or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. (Please include a copy of the 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.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant’s estate. (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.

**Part 2 - Birth Record Information:** *Complete the information below as shown on the birth record.*

- Requesting sealed record (if checked, see #3 on instructions page)

FIRST Name		MIDDLE Name		LAST Name	
City of Birth (must be California)		County of Birth		Date of Birth - MM/DD/YYYY (or approximate date)	
Parent FIRST Name	Parent LAST Name at Birth	Parent FIRST Name	Parent LAST Name at Birth		

**Part 3 - Applicant Information:** *Please PRINT all information legibly.*

*Agency Use (if applicable)*

Agency Name			Case/ID Number		
Applicant Name		Mailing Address: Number, Street, and Unit # (if applicable)			
Zip Code	City	State/Province		Country	
Telephone (include area code)		Email Address		Reason for Request	

**Application Checklist:**

<input type="checkbox"/> Check/Money Order Enclosed <b>(No Cash)</b>	<input type="checkbox"/> Notarized Sworn Statement Enclosed (if applicable)	<b>Number of Copies</b> _____
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You may view current processing times at [www.cdph.ca.gov](http://www.cdph.ca.gov)



<b>INSTRUCTIONS</b>
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1. Complete a separate application for each birth record requested.
2. In Part 1, check the appropriate box according to the relationship to the person on the certificate. **ONLY** authorized individuals (Health and Safety Code Section 103526) listed in Part 1 may obtain an authorized copy. All others may receive a certified informational copy that will be marked, “Informational, Not a Valid Document to Establish Identity.”
3. If adopted and requesting current record, enter the **adopted** name in Part 2. To request the **original** birth certificate, provide a court order releasing the original sealed record and check the “Requesting sealed record” box.
4. Complete Part 2 and Part 3. In Part 2, provide as much information as possible to help identify the record.
5. Indicate the number of copies and submit \$25.00 for **each** copy in the form of a check or money order, made payable to “CDPH-Vital Records” in US dollars. **DO NOT SEND CASH.**
6. **SWORN STATEMENT:**
  - Only one sworn statement is required for multiple records.
  - Sworn statements are not required for informational copy requests.
  - Authorized individuals must complete the top portion of the attached sworn statement by signing and identifying their relationship to person listed on certificate.
  - Sworn statements must be notarized for authorized copy requests. **Law enforcement and governmental agencies are exempt from the notary requirement, but must complete the top portion of the sworn statement page.**
  - A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained by 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 county do not require an apostille.
7. Mail completed applications with the fee(s) to the address below.

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California Department of Public Health | Vital Records – MS 5103  
P.O. Box 997410 | Sacramento, CA 95899-7410  
(916) 445-2684 | [CHSIVitalRecords@cdph.ca.gov](mailto:CHSIVitalRecords@cdph.ca.gov)

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the  
 (Applicant's Printed Name)

State of California, 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):

Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)

*(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)

**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. P.O. Box 155, Markleeville, CA 96120, (530) 694-2283
Amador .....	810 Court Street, Jackson, CA 95642, (209) 223-6468
Butte.....	155 Nelson Avenue, 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 95932-2491, (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 95988-2746, (530) 934-6412
Humboldt .....	Courthouse, 825 Fifth Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382
Imperial .....	Courthouse, 940 West Main Street, Suite 202, El Centro, CA 92243-2865, (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 .....	Hall of Records Building, 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.....	204 South Court Street, Room 106, 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, (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.....	601 North Ross Street, Santa Ana, CA 92701, (714) 834-2500
Placer.....	2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600

\* Public Marriages

\*\* Birth and Death Certificates

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 Diego .....1600 Pacific Highway, Suite 260, or P.O. Box 121750, San Diego, CA 92112-1750,  
(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 Drive, 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, East Wing, First Floor, 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 Drive, Room 103, Santa Rosa, CA 95402, (707) 565-3800

Stanislaus .....1021 I Street, Suite 101, or P.O. Box 1670, Modesto, CA 95353-1670,  
(209) 525-5250 or (209) 525-5260

Sutter.....433 Second Street, Yuba City, CA 95991, (530) 822-7134

Tehama .....Courthouse, 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 96093-1215, (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 .....Hall of Administration, Main Plaza, 800 S. Victoria Avenue, Ventura, CA 93009  
(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

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\*\* Birth and Death Certificates