



## INSTRUCTIONS FOR REQUESTING VITAL RECORDS

1. If you are requesting a **Certified Informational Copy**, complete only the Applicant Information and Registrant Information portions of this form.
2. If you are requesting a **Certified Authorized Copy**, complete the entire form and attach the notarized Sworn Statement. **NOTARIZATION NOT NECESSARY FOR APPLICATIONS IN PERSON AT OUR OFFICE.**

**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.

3. Use a separate form for each different record of birth for which you are requesting a copy. If you are requesting Certified Authorized copies, remember to identify each registrant on the sworn statement form.
4. Submit \$25 for each copy requested. Health and Safety Code 10360. The fee for any search of the files and records performed by the custodian of the records for **a specific record when no certified copy is made shall be paid in advance by the applicant.** The fee shall be the same as the fee required in Section 103625.
5. If you want the order expedited, please enclose a pre-paid, pre-addressed expedited envelope from the courier (UPS, USPS) of your choice. Then, add an additional \$30 for the expedited service fee to your total.
6. Government Requests: Health and Safety code 103660. A fee is required for making a certified copy of a vital record for any public entity, e.g. the State, the Regents of the University of California, a county, city, district, public authority, public agency, and any other political subdivision of public corporation in the State.
7. If you are mailing your request, payment must be in the form of a Money Order or Cashier's Check (**NO PERSONAL CHECKS OR CREDIT CARDS**) made payable to SFDPH/OVR and mailed to:

**San Francisco Office of Vital Records  
101 Grove Street, Room 105  
San Francisco, CA 94102**

**NOTE:** Only San Francisco births are available through this office. Adoptees and others with legal name changes may not be available through this office. You may contact:

California State Office of Vital Records – M.S. 5103  
P.O. Box 997410 Sacramento, CA 95899-4710  
Phone: (916) 445-2684



### APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD

NOTICE: Orders received by mail must be accompanied by the attached sworn statement (see instructions)

California Health and Safety Code, Section 103526, permits only persons as defined below to receive **Certified Authorized Copies** of Birth records. All others will be issued **Certified Informational Copies** which shall be marked **"INFORMATIONAL. NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."**

FEE: \$25 per copy. Please indicate whether you would like an authorized or an informational certified copy.

- |   |  |
|---|--|
| <input type="checkbox"/> I would like a <b>Certified Authorized Copy</b> . (To receive a Certified Copy you <b>MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT</b> by selecting from the list below. <b>A notarized sworn statement must be attached.</b> | <input type="checkbox"/> I would like a <b>Certified Informational Copy</b> . This document will be printed with a legend on the face of the document that states, <b>"INFORMATIONAL. NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."</b> A sworn statement does not need to be provided. |
|---|--|

I am: (Check the appropriate box below and circle the title, such as "child" or "attorney")

- The registrant OR 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. (You must present documentation to support your relationship).
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. *You must present documentation to substantiate that you are acting on official business. **A business card is not substantiation.** 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. *You must present documentation from the estate. A BAR card is not substantiation. 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)			
Printed Name of Person Completing Application	Today's Date	Telephone Number – Area Code First (      )	
Address – Number, Street	City	State	Zip
Email Address	Number of copies  x \$25	\$30 Expedite Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Amount Enclosed \$
Name of Person/Agency receiving copies <i>if different from applicant</i>	Mailing Address ( <i>if different</i> )		City, State, Zip Code

BIRTH INFORMATION (PLEASE PRINT LEGIBLY OR TYPE)		
Registrant's Name – First (Given)	Middle	Last (Family)
Mother's First Name	Mother's Maiden Name	Father's Name
Date of Birth – Month, Day, Year	Were you adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you Amend this record through the State of California at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: Only San Francisco Births are available through this office

## BIRTH RECORD APPLICATION



SAN FRANCISCO COUNTY OFFICE OF VITAL RECORDS
SWORN STATEMENT

I, \_\_\_\_\_, swear under penalty of perjury under the laws of the State of California, that I
(Printed Name)

am an authorized person, as defined on Page One (1) of this request and am eligible to receive a certified copy of the
birth and/or death record of the following individual(s):

Table with 2 columns: Name of Person listed on Certificate, Relationship to Person listed on Certificate

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_,
(Date and Place)

\_\_\_\_\_,
(Signature)

Note: If submitting your order by mail, you must have your sworn statement notarized using the Certificate of Acknowledgement below.

CERTIFICATE OF ACKNOWLEDGEMENT

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, \_\_\_\_\_, Notary Public,

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,
(NOTARY SEAL)

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