

Birth Certificate Instructions

As part of statewide efforts to prevent identity theft, California law requires this office to issue 2 different types of certified copies: **authorized** and **informational**. Both types are certified copies of the original document on file with our office.

An **authorized certified copy** establishes the identity of the registrant (the child identified on the certificate). Only individuals who are authorized by Health and Safety Code section 103526 can obtain an authorized certified copy of a birth record. (Part 2 of the application identifies the individuals who are authorized to make the request.) Applicants requesting an authorized certified copy must complete the **Sworn Statement**, declaring that they are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online.

All other individuals are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

Part 1 – Birth Record Information

Provide all the information you have available to identify the record. If the information provided is incomplete or inaccurate, the record might be impossible to locate. For each record requested, indicate the type (authorized or informational) and number of certified copies desired.

Part 2 – Authorized Certified Copy

To request an authorized certified copy, you (the applicant) must indicate your relationship to the registrant (the child identified on the certificate) and complete the Sworn Statement, declaring under penalty of perjury that you are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online. Applicants who cannot claim a relationship authorized by Health & Safety Code section 103526 are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

Part 3 – Applicant Information and Payment

APPLICANT INFORMATION

Enter your name and address information in the space provided. Please include a daytime telephone number where we can reach you in case we have any questions regarding your order. Your telephone number will not be used for any other purpose.

PAYMENT BY CHECK / MONEY ORDER

Mail the completed application along with check or money order to our office at the address shown on page 1 of the application. Payments must be made in U.S. dollars in the form of a personal check, cashier's check, certified check, traveler's check, or money order. Make checks payable to: "Placer County Clerk/Recorder." A returned check fee of \$65.00 will be charged on all returned checks (Placer County Code section 2.116.090).

PAYMENT BY CREDIT CARD

Payment by credit card is required for all fax orders. Enter the cardholder's name, type of credit card, card number, expiration date (MM/YY), and card verification code (CVC). The CVC is typically a 3-digit number on the back of the credit card. Mail or fax the completed application to our office. A processing fee of 2.25% applies to, and will be added to, all credit card transactions.

CNPR REQUEST (CERTIFICATE OF NO PUBLIC RECORD)

If you require documentation that no record of the birth is found, check the box for CNPR Request on the application above. The fee will be retained for searching the record (as allowed by law) and a Certificate of No Public Record will be issued.

ONLINE ORDERS

Online orders may be made at www.VitalChek.com. VitalChek is an external authorized online ordering agent for government vital records who provides a secure Internet site, allowing the public to order vital records 24 hours a day. All VitalChek orders must be paid via credit card and a processing fee of \$12.95 applies to all VitalChek transactions.

FEES

The fee is **\$32.00** for each certified copy.

For questions about your order or further assistance, please contact our office:

Telephone: (530) 886-5600
Fax: (530) 886-5687