

**APPLICATION FOR COPY OF BIRTH RECORD****Fee \$32.00 EACH / \$34.00 Effective 1/1/26****INDICATE WHETHER YOU WOULD LIKE AN AUTHORIZED CERTIFIED COPY OR AN INFORMATIONAL COPY:**☐ **AUTHORIZED CERTIFIED COPY**

The California Health & Safety Code, §103526, permits only authorized persons as defined below to receive authorized certified copies of birth records. Those who are not authorized by law to receive an authorized certified copy will receive a certified copy marked "Informational is not a valid document to establish identity."

☐ **INFORMATIONAL CERTIFIED COPY****TO RECEIVE A AUTHORIZED CERTIFIED COPY I AM:**☐ The registrant (Person listed on the Certificate) or a parent or legal guardian of the registrant.☐ A child, grandparent, grandchild, sibling, spouse, or domestic partner 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 Family Code §3140 or §7603.☐ A member of a law enforcement agency or 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)☐ 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. (If requesting a Certified Copy under a power of attorney, include a copy of the power of attorney with this application)

**(Along with the notarized request, a letter of authorization for pickup is required when the requesting party does not appear in person)**

**BIRTH CERTIFICATE INFORMATION:** (Please print or type)

(If adopted, please see next page)

Name Given Birth: (First, Middle, Last)

Date of Birth: (Month/Day/Year)

City of Birth:

Name of Father/Parent:

Name of Mother/Parent: (Maiden)

**REQUESTOR'S INFORMATION:**

Requestor's Name:

Relationship to Person Listed on Certificate:

Requestor's Drivers License:

Number of Copies Requested:

Contact Number if Mailed, Faxed or Emailed:

Requestor's Address:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**COMPLETE INFORMATION BELOW. IF SENDING REQUEST BY MAIL, INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE**☐ Same as above

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**MAIL BY:**☐ Regular U.S. Mail☐ Overnight Service. Additional fees apply. Please call for overnight service fees.

**REQUESTOR'S SWORN STATEMENT:**

I \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526(c), and I am eligible to receive a certified copy of the birth record identified on this application form.

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_.  
Day Month Year City State

Requestor's Signature: \_\_\_\_\_

**AUTHORIZED CERTIFIED REQUESTS SUBMITTED BY MAIL, EMAIL AND FAX, MUST BE ACCOMPANIED BY A NOTARIZED CERTIFICATE OF IDENTITY****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, \_\_\_\_\_, personally appeared  
(Insert Name and Title of 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/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/Officer Signature

**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 to the State Office of Vital Records.

**SUBMIT REQUEST TO:**

• **By Mail:** County Clerk-Recorder  
1055 Monterey Street #D120  
San Luis Obispo, CA 93408

• **By Email:** [vitals@co.slo.ca.us](mailto:vitals@co.slo.ca.us)

• **By Fax:** (805) 781-1111

• **Make Payable To:** County Clerk-Recorder

• **Phone:** (805) 781-5080

• **Website:** [www.slocounty.ca.gov/clerk](http://www.slocounty.ca.gov/clerk)

• If no record of the birth is found, the fee will be retained for searching the record and a letter of no record will be issued to the requestor. (Health & Safety Code Section 103650)