#### County of Santa Clara F I N A N C E A G E N C Y Office of the County Clerk-Recorder

County Government Center 70 West Hedding Street, E. Wing, 1<sup>st</sup> Floor San Jose, California 95110

Office Hours: M - F 8:00 A.M. to 4:30 P.M. Phone #: (408) 299-5688 Web Site: http://sccro.org



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

## Notice: Orders received by mail must have the notary statement Part 5 completed (see instructions). Processing time for mail requests: 15 - 20 working days

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive authorized copies of birth/death records. Those who are not authorized by law to receive the authorized copy will receive a certified copy marked "Informational, not a valid document to establish identity." Please indicate whether you would like an authorized or an informational copy.

#### Part 1.

□ I would like an authorized certified copy of the record	□ I would like a certified informational copy of the
identified on the application form.	record identified on the application form.
(In order to receive the authorized copy, you must indicate your	(You are not required to select from the list below in
relationship to the person named on the application form by	order to receive an informational copy.
selecting from the list below. Complete parts 2, 3, 4, and 5)	Proceed to Part 3)

#### Part 2.

#### I am:

- **□** The person named on the certificate, or the parent or legal guardian of the person named on the certificate.
- □ A party entitled to receive the record as a result of a 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.
- □ A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- A child, grandparent, grandchild, sibling, spouse, or domestic partner of the person named on the certificate.
- □ An attorney representing the person named on the certificate or the his/her estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the person named on the certificate or his/her estate.
- □ A funeral director ordering certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive of subdivision (a) of Section 7100 of the Health and Safety Code.

**Certified Death Copy only** - An individual described in paragraph one (1) to eight (8), inclusive, of subdivision (a) of Health and Safety Code 7100. An agent under power of attorney for health care, surviving competent adult person respectively in the next degree of kinship, conservator.

# Part 3.STOP!Do not complete the rest of this form before reading the attached instructions.APPLICANT INFORMATION (Please print or type)

Printed name of person completing application		Date	Teleph (	one Number )
Address - Number, Street	City		State	Zip Code

#### Name of person receiving copies, if different from above:

First Name	Middle Name	Last Name

#### Mailing address for copies, if different from above:

Street Address	City	State	Zip Code

# APPLICATION FOR CERTIFIED COPIES OF BIRTH/DEATH RECORD

# Part 3. (Continued)

CERTIFICATE INFORMATION (Please	print or type)	Birth: \$32.00	Death: \$24.00	
		# of copies	# of copies	_
Name – First (Given)	Middle	Last (Family)		Sex
Place of Birth/Death (City, County)	Date	e of Birth/Death		
Mother's Maiden Name	F	ather's Name		

CERTIFICATE INFORMATION (Please	print or type)	Birth: \$	32.00	Death: \$24.00	
		# of cop	oies	# of copies	_
Name – First (Given)	Middle		Last (Family)		Sex
Place of Birth/Death (City, County)	Da	te of Birth/	Death		
Mother's Maiden Name		Father's Na	ame		

CERTIFICATE INFORMATION (Please	print or type	) Birth: \$	32.00	Death: \$24.00	
		# of cop	oies	# of copies	_
Name – First (Given)	Middle		Last (Family)		Sex
Place of Birth/Death (City, County)	Ľ	ate of Birth/	Death		
Mother's Maiden Name		Father's Na	ame		

CERTIFICATE INFORMATION (Please	print or type)	Birth: \$32.00	Death: \$24.00	
		# of copies	# of copies	_
Name – First (Given)	Middle	Last (Family)		Sex
Place of Birth/Death (City, County)	Date	of Birth/Death		L
Mother's Maiden Name	F	ather's Name		

## SWORN STATEMENT

						ty of perjury under
th		te of California th			to Person listed	on Certificate
Si	igned this	_ day of				
	(Day)	(Mont	h)		(City)	(State)
					(Signature)	
ument to v		ate is attached, and	l not the tru	thfulness, accur	acy, or validity of	
		ate is attached, and	not the tru	thfulness, accur	racy, or validity of	
Part 5		CERTIFICAT	not the tru	thfulness, accur	racy, or validity of	f that document.
Part 5 State of		CERTIFICAT	not the tru	thfulness, accur	racy, or validity of	f that document.
Part 5 State of County of	f	CERTIFICAT	TE OF AC	thfulness, accur	GMENT	f that document.
Part 5 State of County of O	f n Date	CERTIFICAT)) ss), before me	<b>TE OF AC</b>	CKNOWLED	racy, or validity of	f that document.
Part 5 State of County of O	f n Date	CERTIFICAT	<b>TE OF AC</b>	thfulness, accur	GMENT	f that document.
Part 5 State of County of O	f m Date ersonally appeared	CERTIFICAT	<b>TE OF AC</b>	CKNOWLED	e and Title of Officer	f that document.
Part 5 State of County of O pe who proved	f	ate is attached, and CERTIFICAT ) ) , before me , before me	TE OF AC	CKNOWLED	acy, or validity of GMENT e and Title of Officer e of Signer whose name(s) is/a	f that document.
Part 5 State of County of Of pe who proved within instr	f m Date ersonally appeared d to me on the basi rument and acknow	CERTIFICAT	TE OF AC	CKNOWLED CKNOWLED Nam e the person(s) v e executed the sa	e and Title of Officer e of Signer whose name(s) is/a me in his/her/their	re subscribed to the • authorized
Part 5 State of County of Of who proved within instr capacity(ie	f	CERTIFICAT CERTIFICAT ) )ss ) , before me s of satisfactory ev vledged to me that her/their signature(	TE OF AC	CKNOWLED CKNOWLED Nam e the person(s) v e executed the sa	e and Title of Officer e of Signer whose name(s) is/a me in his/her/their rson(s), or the entiti	re subscribed to the • authorized

WITNESS my hand and official seal. (NOTARY SEAL)

NOTARY SIGNATURE

# Information:

Birth and Death records have been maintained in the Office of the Santa Clara County Clerk-Recorder's since January of 1873.

## Instructions:

1. If you are requesting a certified Informational Copy, complete only the Applicant Information and certificate information portions of this form (Parts 1 and 3).

If you are requesting an Authorized Certified Copy, complete Parts 1 through 5.

- 2. If you submit your request by mail, you must complete the SWORN STATEMENT (Part 4), signing it in the presence of a Notary Public to have it notarized (Part 5). 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 certificate(s) you wish to obtain and your relationship to those individuals.
- 3. For each additional record requested, please complete the boxes in Part 3.
- 4. Complete the Applicant Information section and provide your signature where indicated. Provide the information you have available to identify the name on the certificate. If the information you furnish is incomplete or inaccurate, it may not be possible to locate the record.
- 5. If no record is found, the fee will be retained for searching as required by statute and a Certificate of Search will be issued. If you are mailing your request, indicate the number of certified copies you want and include sufficient money with the application in the form of a check or money order made payable to:

Clerk-Recorder's Office

Mail this application and the fees to: Santa Clara County Clerk-Recorder 70 West Hedding Street San Jose, CA 95110

6. The correct fees are:

Birth - \$32.00 Death - \$24.00