

## **WHO CAN REQUEST A COPY OF BIRTH CERTIFICATE?**

For births within the past 75 years, only the immediate family members to the person whose name is on the birth certificate are eligible to request a copy. All others must provide legal documentation, such as a court order establishing guardianship. If you are the legal representative of a qualified applicant, you must furnish a release which document a direct interest in the record you are requesting.

## **WHO IS CONSIDERED AN IMMEDIATE FAMILY MEMBER?**

Anyone related by blood or marriage: self, child, parent, brother, sister, grandparent and spouse. NOT GRANDCHILD!

## **HOW DO I GET A COPY OF THE RECORD IF I AM NOT AN IMMEDIATE FAMILY MEMBER?**

You must furnish a written, notarized statement signed by an immediate family member. The statement must give permission to release a certified copy of the certificate to you. The statement must also identify you by your full name, and you must present your picture ID with the notarized statement.

## **BIRTH CERTIFICATES ARE NOT OPEN RECORDS!!!**

Access to birth certificates is restricted to qualified applicants for 75 years from the date of birth. An ID is required to prove your identity and to prove that you are a qualified applicant.

## **WHAT IS ACCEPTED AS A VALID ID?**

[Click here.](#)

## **HOW CAN I PAY?**

You may pay by cash, money order, cashier's check or credit/debit card. No personal or company checks accepted for a birth certificate.

## **BIRTH CERTIFICATE APPLICATION:**

[By mail.](#)

[In person.](#)