





## Instructions

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Health and Safety Code 103526 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 registrant's identity and is only available to persons who claim one of the relationships listed in Part 2 of the application. Applicants requesting an authorized certified copy must sign a statement, under penalty of perjury, that they are an authorized person.

Applicants who cannot claim such a relationship are issued an **informational** certified copy which bears an inscription across the face of the document, stating: "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

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### Part 1 – Birth Record Information

Provide all the information you have available to identify the record of the registrant (the child named on the certificate). If the information provided is incomplete or inaccurate, it might be impossible to locate the record. For each record requested, indicate which type of certified copy you are requesting, authorized or informational, and the number of copies desired.

### Part 2 – Authorization

If you are requesting one or more **authorized** certified copies, you must complete Part 2 of the application, indicating your relationship to the registrant(s). Indicate multiple relationships, as necessary, when requesting authorized certified copies for multiple registrants. You must also complete the **Sworn Statement** (Page 2 of this form) and have your signature acknowledged by a Notary Public.

### Part 3 – Applicant and Payment Information

#### CONTACT 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. Include a physical shipping address (street address, city, state, and Zip code) if requesting overnight delivery.

#### PAYMENT BY CHECK / MONEY ORDER

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: "Sacramento County Clerk/Recorder." A returned check fee of \$44.00 will be charged on all returned checks (Sacramento County Code S section 2.01.035).

#### PAYMENT BY CREDIT CARD

In the space provided, enter the card number, cardholder's name, expiration date (month and year), and card verification code (CVC). The CVC is typically a 3-digit number on the back of the credit card. Mail, fax, or email the completed form to our office. Or, go online to [www.VitalChek.com](http://www.VitalChek.com). VitalChek is a private company that provides a secure Internet site, allowing the public to conveniently order vital records 24 hours a day. A processing fee of \$6.00 applies to all credit card transactions. When ordering an **authorized** certified copy of a birth certificate on-line through VitalChek you must also mail, fax, or email your notarized Sworn Statement to our office. Authorized certified copies cannot be issued without a notarized Sworn Statement.

#### DELIVERY METHOD

Overnight delivery via UPS Air is available for an additional cost of \$19.00 on orders paid by credit card. Credit card orders are processed within 2 days of receipt. If selecting overnight delivery, be sure to include a physical address (street address, city, state, and Zip code); UPS will not deliver to post office boxes. Orders paid by check or money order are processed within 2 weeks of receipt and shipped via first class postal service.

#### COSTS

The cost is **\$17.00** for each certified copy.

### Contact Us

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

Telephone: (916) 874-6334  
Toll Free: (800) 313-7133 (within California, outside 916 area code)  
TDD: (800) 735-2929  
Email: [sacrec@saccounty.net](mailto:sacrec@saccounty.net)