



APPLICATION FOR FLORIDA BIRTH RECORD

(For Headquarters Use Only)

Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant **must** complete this application and provide **photo** identification. If applicant is not one of the above, the Affidavit to Release A Birth Certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport, and/or Military Identification Card.**

TYPE OR PRINT

(Registrant's) FULL NAME AT BIRTH	FIRST	MIDDLE	LAST	SUFFIX
If name was changed since birth, indicate new name	FIRST	MIDDLE	LAST	SUFFIX
FLORIDA	PLACE OF BIRTH - CITY		COUNTY (REQUIRED)	BIRTH FILE NUMBER (if known)
DATE OF BIRTH	MONTH	DAY	YEAR (4 DIGIT)	IF YEAR IS NOT KNOWN ENTER RANGE OF YEARS TO BE SEARCHED IN NEXT BOX
MOTHER'S MAIDEN NAME (Name before marriage)	FIRST	MIDDLE	LAST (MAIDEN)	SUFFIX
FATHER'S NAME	FIRST	MIDDLE	LAST	SUFFIX

IMPORTANT: Read the entire application before completing.

To obtain and use a Florida birth record under false or fraudulent purposes is a third-degree felony punishable by the terms and conditions set forth in Florida Statutes.

A BIRTH RECORD SEARCH REQUIRES ADVANCE PAYMENT OF A **NON-REFUNDABLE** SEARCH FEE OF \$9.00

Quantity **Amount**

The \$9.00 fee entitles the applicant to one computer certification of a registered birth (1930 to present) or if a record is not found a certified "No Record Found" statement will be issued.	\$9.00		X		=	\$
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OR

If a PHOTOCOPY is requested in lieu of a computer certification for computer years an additional charge of \$5.00 is required, making first photocopy fee \$14.00.	\$14.00		X		=	\$
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Additional copies of the same type certification ordered above are \$4.00 each, when ordered with this request	\$4.00		X		=	\$
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ADDITIONAL YEAR(s) SEARCH a fee of \$2.00 per year. Maximum search fee is \$55.00 regardless of the total number of years to be searched.	Indicate Number of Years to be searched in 2 nd box	\$2.00		X		=	\$
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COMMEMORATIVE Birth Certificates , signed by the present Governor and suitable for framing are \$25 if ordered at the same time as above certifications; \$34 if ordered separately.	Allow 4-6 weeks for delivery	\$		X		=	\$
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RUSH ORDERS (Optional): \$10.00 per order. Envelope must be marked "RUSH".
For credit card requests refer to section "Options for Rush Service".

 Yes

 No

\$

TOTAL AMOUNT ENCLOSED: Check or money order payable to **Vital Statistics** in U.S. Dollars (**DO NOT SEND CASH**)
Florida Law imposes an additional service charge of \$15 for dishonored checks

\$

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST	SUFFIX
STATE RELATIONSHIP TO REGISTRANT	SIGNATURE OF APPLICANT			
HOME PHONE NUMBER ()	RESIDENCE STREET ADDRESS (AND APT.)			
WORK PHONE NUMBER ()	CITY		STATE	ZIP CODE

Remember to include your photo identification along with this completed application.

[] Check here if certification(s) are to be mailed to a different address. Space is provided on the reverse of this application for indicating the name and address of the person who is to receive the certifications.

INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

AVAILABILITY: Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865. Birth records under seal by reason of adoption, paternity determination or court order **cannot** be ordered in this manner. For a record under seal, write the Records Amendment Section at the address below.

ELIGIBILITY: Birth certificates can be issued only to: 1) the registrant (the child named on the record) if of legal age (18), 2) parent, 3) guardian, or 4) a legal representative of one of these persons or 5) by court order.

In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

Any person of legal age may be issued a certified copy of a birth record (except for those birth records under seal) for a birth event that occurred over 100 years ago.

REQUIREMENT FOR ORDERING: If applicant is self, parent, guardian or legal representative then the applicant must provide a completed application along with photo identification (ID). If guardian, a copy of appointment orders must be included. If legal representative, your attorney ID number, and a notation of whom you represent and their relationship to the registrant must be included with your request.

If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency and that you are requesting for official purposes.

If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958, 2/03) submitted with your application for the birth record along with your photo identification.

RELATIONSHIP TO REGISTRANT:

A person ordering his or her own certificate should enter "SELF" in this space. Also, explain if name has been changed; married name, name changed legally (when and where), etc. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

NONREFUNDABLE: Vital record fees are nonrefundable, with one exception. Fees paid for additional copies when no record is found will be refunded upon written request.

PROCESSING TIME: The processing time varies dependent upon the volume of work received and the resources available. Normal response time for computer certifications is 5 to 7 days. Normal response time for photocopies is 10-14 days.

OPTIONS FOR RUSH SERVICE:

- **CREDIT CARDS:** The state office is currently not permitted to accept credit cards, but there is a private firm that accepts such charges for a fee of \$5.00 and transfers the order to Vital Statistics. Telephone (877) 550-7330 or (904) 359-6900 or fax (877) 550-7428.
- **MAIL IN:** Order with envelope marked RUSH and with \$10 rush fee enclosed will be answered within three full workdays of receipt, then mailed regular mail, provided the record and application are complete and in order. This does not include birth records requiring an amendment action.
- **WALK-IN SERVICE** is available at 1217 Pearl Street, Jacksonville, Florida. Orders prepaid by Noon may be picked up after 3:30 p.m. Orders prepaid after Noon may be picked up after 10:00 a.m. the next workday. Each request must be accompanied by picture identification. Certifications for photocopies rush service does require the rush fee of \$10.

PHOTOCOPY: A photocopy is a picture of the certificate completed by the hospital or by the attendant at the birth. Photocopies of birth certificates are certified documents.

RACE/ORIGIN: After 1969 the race or origin of the parents was moved from the legal section to the medical section of the birth certificate. If parents' race or origin is required, when ordering a photocopy write on the front of this form "book copy with medical included".

TIME OF BIRTH: This item was not included on the birth format used for recording birth events between 1949 – 1969. Therefore, time of birth is not stated on birth records during those years. If you are requesting a record for a birth that occurred prior to 1949 or after 1969, and if the item was completed on the birth record, then it would be available on a photocopy of the birth event.

APPLICANT'S SIGNATURE is required, as well as his/her printed name, residence address and telephone number.

IF THE CERTIFICATION IS TO BE MAILED TO ANOTHER PERSON OR ADDRESS USE THE SPACES BELOW TO SPECIFY SHIP TO NAME AND ADDRESS.				
SHIP TO Name TYPE OR PRINT	FIRST	MIDDLE	LAST	SUFFIX
HOME PHONE NUMBER ()	SHIP TO STREET ADDRESS (AND APT.)			
WORK PHONE NUMBER ()	CITY	STATE	ZIP CODE	

MAIL THIS APPLICATION WITH PAYMENT TO VITAL STATISTICS, P.O. BOX 210, Jacksonville, FL 32231-0042
http://www9.myflorida.com/planning_eval/Vital_Statistics/index.html