

Birth Certificate Request



Phone:
(405) 271-4040



Division of Vital Records
1000 NE 10th Street
Oklahoma City, OK 73117



PO Box 53551
Oklahoma City, OK 73152

Walk-in Hours:
Mon-Fri 8:30-4:00



Requirements:

- 1) This request **must** be completed **in full**.
- 2) Enclose a copy of a current legal photo ID (SEE BACK FOR LIST OF ACCEPTABLE IDS)
- 3) Enclose appropriate fees
- 4) Applicant **must** sign this form
- 5) If submitting by mail, enclose a self-addressed stamped envelope

Full Name **AT BIRTH:** (IF THE BIRTH NAME WAS LEGALLY CHANGED, please see instruction on back)

Male Female

First Middle Last

Date of Birth: ____ / ____ / ____ Place of Birth: _____, OKLAHOMA
Month Day Year City and/or County

If Child less than 2 yrs:

Name of Hospital or Midwife

Full Name of Father: _____
First Middle Last

Full MAIDEN Name of Mother: _____
First Middle Last Name prior to first marriage

This request is being made by: (See eligibility instructions on the back of this form)

Subject of the record Parent Legal Guardian or Custodian Authorized Agent, must specify: _____

Current Address (REQUIRED):

Name _____ Daytime Telephone Number: (____) _____ - _____
Mailing Address _____ Apt _____ City, State and Zip _____
E-mail Address _____ No email

Purpose for which the birth certificate is needed:

Drivers License Social Security Passport School State Assistance Pgm Other, specify: _____

By signing below, I declare that all information provided on this request is true and correct.



Signature: _____ Date Signed: _____

(Request will not be processed without the signature and ID of the applicant, full fees, and established eligibility.)

Fees

A fee is to be paid for a search of the files or records, even when no copy is available. Search fees are non-transferable and non-refundable.

_____ Number of certified copies requested (\$15 each and includes search fee)
_____ Delayed registration, amendment, paternity, adoption, or legitimation fee (\$40 - Includes one certified copy)
_____ Number of Heirloom certificates requested: (\$35 each and includes one certified copy)
_____ Total Amount enclosed

Make checks payable to OSDH. Do not send cash by mail.

NON-REFUNDABLE FEES: A record search is \$15 and includes the issuance of one certified copy if the record is found; additional copies are \$15 each. If no record is found; the fee will not be refunded. The fee to amend a record is \$40 (\$25 processing fee + \$15 for one certified copy). Should you receive a request for more information, please respond promptly as all fees and files will expire one year after the date paid.

OFFICE USE ONLY

Mail

Reviewed by: _____ Date: ____ / ____ / ____

Fees Enclosed: \$ _____ Fees Due: \$ _____

ID Enclosed: _____

Front Desk

Clerk: _____ Date: ____ / ____ / ____

Fees Paid: \$ _____ Check Cash MO CC

Birth Certificate Request Instruction Sheet

ELIGIBILITY

By state law, birth records filed with this office are not open for public inspection. The person requesting a birth certificate must meet one of the following eligibility standards:

- Be the subject of the record
- Acting in such person's best interest (and authorized by the subject of the record)
- Court order

Effective Nov 1, 2014, records of births occurring at least 125 years ago are open record and do not require proof of eligibility.

By signing the request, you are indicating that you are the subject of the record, a court appointed legal guardian, a custodial guardian, or an authorized agent working in the best interest of the subject of record. *Additional documentation may be required to demonstrate the subject's authorization.* When an adoption has occurred, the biological family and the adoptee no longer have the a legal right to the other's birth records apart from a court order or direct authorization. **For a complete list of eligibility requirements, go to** http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificate_Eligibility/index.html

ACCEPTABLE PHOTO IDENTIFICATION

A photocopy of a valid government issued photo ID by either the applicant or an individual attesting for the applicant is required. **Note: Send a photocopy.** Do not send your original ID. Photocopies must be legible and cannot be expired.

- U.S. Issued Driver's license or Identification card
- U.S. Passport
- Foreign Issued Passport with Visa (I-94)
- Government issued Military photo ID
- Tribal Photo ID Card containing the bearer's signature
- Ok Self-Defense Act (SDA) License or Concealed Carry permit
- Resident Alien Card (Form I-551)
- Employment Authorization Card (Form I-766)
- Employment Authorization Card (Form I-688A)
- Temporary Resident Card (Form I-688)
- Oklahoma Dept of Corrections Consolidated Record Card (CRC)

For a complete list, go to http://www.ok.gov/health/Birth_and_Death_Certificates/Acceptable_Identification/index.html

HEIRLOOM BIRTH CERTIFICATES

\$ 35.00 and includes one certified copy of the original certificate.

The Heirloom Birth Certificate is 8 1/2 x 11" with a chocolate brown and mint green color palette bearing a depiction of a redbud - the state tree redbud. The certificate will reflect the child's name, date of birth, gender, place of birth and the names of the parents. Proceeds from the issuance of Heirloom Birth Certificates are used by the Child Abuse Training and Coordination Program to provide training and technical assistance to judges, prosecutors and members of the multidisciplinary child abuse teams who intervene in circumstances of child abuse.

FEES: A record search is \$15 and includes the issuance of one certified copy if the record is found; additional copies are \$15 each. If no record is found; the search fee will not be refunded. The fee to amend a record is \$40 (\$25 processing fee + \$15 for one certified copy). Should you receive a request for more information, please respond promptly as all fees and files will expire one year after the date paid.

IF BOTH PARENTS DO NOT APPEAR ON THE BIRTH CERTIFICATE

If both parents' names are not indicated on the original Certificate of Birth, a complete copy of the birth record can only be obtained by the parent named on the record, the subject of the birth record if of legal age, or a person having legal custody or guardianship of the subject of the birth record. If the certificate is required for "adoption purposes," the signature of the attorney of record and a statement from him/her to that effect is required.

NAME CHANGES

If a change to the name of the subject of the birth record has occurred as a result of **legal** action, the person requesting the birth record must identify in the place marked "full name at birth" the current legally altered name of the subject of the birth record, and that name must agree with the information that now appears on the certificate. If a change needs to be made to the record, complete the request with the information that currently appears on the certificate and attach a letter specifying the changes. *(Additional Instructions will be mailed once the request has been reviewed.)*

SUBJECT OF THE BIRTH RECORD IS DECEASED

If the subject of the original Certificate of Birth is deceased, the birth record will be marked with a notation indicating that the subject of the record is deceased.

NOT BORN IN OKLAHOMA?

If you were not born in Oklahoma, please visit <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> for a complete listing of national vital statistics offices.

QUESTIONS

If you have any questions visit our official website <http://www.health.ok.gov/program/vital> or call our office at (405) 271-4040.