



# OKLAHOMA BIRTH CERTIFICATE REQUEST FORM



## STEP 1 - In order to accept this form, please read the following requirements:

- This request must be completed in full (request will not be processed without the signature and photocopy of a legal photo I.D. of the applicant, full fees, and established eligibility of the applicant)
- Enclose a copy of a current legal photo I.D. of the applicant (see back for a list of acceptable I.D.s)
- If mailing, enclose all the appropriate fees and include a self-addressed stamped envelope (see back for mailing address)

Complete the fields below starting with the **FULL NAME AT BIRTH:** (If the birth name was legally changed, please see instructions on back)

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  Male  Female

Date of Birth (mm/dd/yy) \_\_\_\_\_ OKLAHOMA Birth City and/or County \_\_\_\_\_ If child is less than age 2, List the name of Hospital or Midwife \_\_\_\_\_

Father's First Name \_\_\_\_\_ Father's Middle Name \_\_\_\_\_ Father's Last Name \_\_\_\_\_

Mother's First Name \_\_\_\_\_ Mother's Middle Name \_\_\_\_\_ Mother's Maiden Last Name (prior to first marriage) \_\_\_\_\_

**This request is being made by:**  
(see eligibility instructions on back)  Subject of the record  Parent  Legal Guardian or Custodian  Authorized Agent, specify: \_\_\_\_\_  
( ) - \_\_\_\_\_

Your Name \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

Current Mailing Address (Required) \_\_\_\_\_ APT# \_\_\_\_\_ City / State / Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_  No Email

**Purpose for which the birth certificate is needed:**  Driver's License  Social Security  Passport  School  State Assistance Pgm  Other: \_\_\_\_\_

## STEP 2 - Complete the Order Information below:

**A NON-REFUNDABLE / NON-TRANSFERABLE** record search fee of \$15 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. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

QTY	PRICE	SUB-TOTAL	ITEM DESCRIPTION
_____	<b>\$15</b>	_____	Number of certified copies requested (\$15 each and includes search fee)
_____	<b>\$40</b>	_____	Delayed registration, amendment, paternity, adoption, or legitimation fee (includes one certified copy)
_____	<b>\$35</b>	_____	Special Commemorative Heirloom Birth Certificate

### TOTAL AMOUNT ENCLOSED

DO NOT SEND CASH BY MAIL - Make checks payable to OSDH

## STEP 3 - Final Check & Sign

- Check to see if you have filled out all of the information fields and you have followed all instructions in Step 1.
- By signing below, you declare that all information provided on this request is true and correct:



Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Mail

### OFFICE USE ONLY

Front desk

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fees Enclosed: \$ \_\_\_\_\_ Fees Due: \$ \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_ Check Cash MO CC

ID Enclosed: \_\_\_\_\_

# BIRTH CERTIFICATE REQUEST INSTRUCTION SHEET

## ELIGIBILITY

By state law with limited exception (see OPEN RECORDS below), 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

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. **If the applicant is not the subject or a named parent on the record, additional documentation will be required.** When an adoption has occurred, the biological family and the adoptee no longer have 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](http://www.ok.gov/health/Birth_and_Death/Certificates/Birth_Certificate_Eligibility/index.html)

## AVAILABLE RECORDS

Oklahoma began filing death records in October of 1908; however filing did not become mandatory until 1917. Prior to 1940 filing continued to be somewhat sporadic, which may prove problematic for families who are requesting records for genealogy purposes.

## OPEN RECORDS

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

## 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.

## ACCEPTABLE PHOTO IDENTIFICATION (ID)

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 containing the bearer's signature
- 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)

In cases when a primary ID is not available, records may be requested with two secondary identifications; however, the record will only be mailed to the applicant at the current address demonstrated on the identification.

**For a complete list, go to** [http://www.ok.gov/health/Birth\\_and\\_Death/Certificates/Acceptable\\_Identification/index.html](http://www.ok.gov/health/Birth_and_Death/Certificates/Acceptable_Identification/index.html)

## HEIRLOOM BIRTH CERTIFICATES

*\$35 fee includes one certified copy of the birth record in addition to one Heirloom 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. The certificate will reflect the child's name, date of birth, gender, place of birth and the names of the parents.

## 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: [vr.health.ok.gov](http://vr.health.ok.gov)

### We are located at:

Vital Records - Oklahoma State Department of Health  
1000 NE 10th Street, Oklahoma City, Oklahoma

### Walk-In Hours:

Monday-Friday  
8:30am-4:00pm

### Phone:

405.271.4040

## MAIL YOUR APPLICATION TO:



Vital Records  
Oklahoma State Department of Health  
PO BOX 53551 • Oklahoma City, OK 73152-3551