



**\* MAIL REQUESTS ONLY\***

Application for an Orange County  
Vital Record

**TOM DALY**  
County Clerk -Recorder

**INFORMATION:** The Orange County Clerk-Recorder only has records of birth, and deaths that occurred and marriage licenses that were issued in Orange County. For all other records you must contact the county in which the event took place or contact the State Office of Vital Records, 304 S. Street, P.O. Box 730241, Sacramento, CA 94244-0241.

**INSTRUCTIONS:** Use a separate blank application for **each** record requested. **All sections must be completed in their entirety.** Please send \$17.00 for birth,\$12.00 for death and \$13.00 for marriage records for each certified copy requested. If no record is found, the fee will be retained for searching as required by statute and a "Certification of No Record" will be sent.

**PAYMENT OPTIONS:**

**Mail orders** – Check or money order. Include with this application sufficient money, in the form of a personal check, postal or bank money order, made payable to the "Orange County Clerk-Recorder". Mail this application along with the fee to the Orange County Clerk-Recorder Department, 12 Civic Center Plaza, Santa Ana, CA 92701. Please allow 5-10 business days for processing.

**CERTIFICATE INFORMATION – PLEASE PRINT LEGIBLY OR TYPE**

1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or not accurate, it may be impossible to locate the record.
2. The County Clerk-Recorder may provide a certified copy of a record to an authorized person only. If a requestor does not meet the requirement of an authorized person (as described in Health & Safety Code Section 103526), the County Clerk-Recorder may only issue an informational certified copy of the record with a legend stating "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.**" This section of the application must be completed **prior to submission** and no refund or exchanges will be made after the copy has been issued. Please indicate the number of certified copies you are requesting. Select one of the following:

\_\_\_\_\_ **BIRTH**                      \_\_\_\_\_ **MARRIAGE**                      \_\_\_\_\_ **DEATH**                      \_\_\_\_\_ **SINGLE STATUS**

Name of Person (s) on the Record– First Name <i>(For a copy of a marriage license, please include both spouses names)</i>		Middle Name	Last Name <i>(For a copy of a marriage license, please include maiden name if applicable)</i>	
City or Town of Occurrence	Mother’s Maiden Name	Date of Event (If unknown, enter approximate date. For a Single Status search include date of birth.)		
Indicate "Authorized Certified Copy or "Informational Certified Copy"			Number of Copies Requesting	

**APPLICANT INFORMATION – PLEASE PRINT LEGIBLY OR TYPE**

**Mail Requests Only** - You will need to sign the penalty of perjury statement on the reverse side of this form **in front of a notary public.**

Name of Person Completing		Relationship to Person on the Record		
Application Purpose for Which Certificate is to Be Used		Daytime Telephone Number – Area Code First		
Address – Number, Street, and Unit # (if applicable)		City	Zip Code and State	Driver’s License #

I agree not to use the above referenced record obtained from this application or any portion thereof, for fraudulent purposes. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California, that I am an  
 (Applicant's Printed Name),

authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, marriage, or death record of the following individual(s):

Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate (Must Be a Relationship Listed on Page 1 of Application)

(The remaining information must be completed in the presence of a Notary Public or Office of Vital Records Staff.)

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
 (Day) (Month) (City) (State)

\_\_\_\_\_  
 (Applicant's Signature)

**Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
 (here insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.  
 (SEAL)

\_\_\_\_\_  
 SIGNATURE

## MAIL INSTRUCTIONS

1. If you are requesting a certified **Informational Copy**, complete only the Applicant and Registrant Information portions of the application. A notarized statement is **not** required for informational copies. If you are requesting an **Authorized Certified Copy**, complete the entire form, including the notarized statement portion.
2. You must complete the attached statement and sign it in the presence of a Notary Public. **PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose record you wish to obtain and your relationship to that individual.**
4. Use a separate application form for each different record for which you are requesting a certified copy (remember to identify each certificate requested on the sworn statement).
5. Complete the **Applicant Information** section and provide your signature where indicated. Give all the information you have available to identify the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
6. Submit **\$17** for **each** certified copy of a birth record, **\$12** for death and **\$13** dollars for each copy of a marriage record requested. If no record of is found, the fee will be retained for searching as required by statute and a Certificate of No Public Record will be issued.
7. Indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order made payable to the **Orange County Clerk-Recorder**. Mail application with the fee(s) and a self-addressed stamped envelope to:

Orange County Clerk-Recorder  
Attn: Vital Records Unit  
12 Civic Center Plaza, Room 106  
Santa Ana, CA 92701

Thank you and we look forward to serving you.