



*** 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 license 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 Recorder". Mail this application along with the fee to the Orange County Clerk-Recorder's Office, 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 the bride and grooms names)</i>		Middle Name	Last Name <i>(For a copy of a marriage license, please include bride's maiden name)</i>
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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.)
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Indicate "Authorized Certified Copy or "Informational Certified Copy"	Number of Copies Requesting
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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

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
Atten: Vital Records Unit
12 Civic Center Plaza, Room 106
Santa Ana, CA 92701

Thank you and we look forward to serving you.