

**Tom Daly, County Clerk-Recorder**

Attention: Vital Records  
P.O. Box 238  
Santa Ana, Ca 92701

Dear Sir or Madam:

In re: \_\_\_\_\_ Our File No.: \_\_\_\_\_

There is a legal matter now pending in which certified copies of the following document(s) will be necessary to complete the investigation.

- We are requesting an AUTHORIZED copy. *(If requesting an authorized copy in person you must sign under penalty of perjury in the presence of Clerk-Recorder staff. If requesting by mail you must sign under penalty of perjury (on the backside of this form) and provide a notarized statement.*
- We are requesting an INFORMATIONAL copy.

**BIRTH**

Name on record (first, middle, last):  
Date of Birth:  
City of Birth:  
Father's Name:  
Mother's Maiden Name :

**MARRIAGE**

Groom's name (first, middle, last):  
Mother's Maiden Name (first, middle, last):  
Date of Marriage:  
City of Marriage:

**DEATH**

Decedent name (first, middle, last):  
City Death occurred:  
Date of Death:

**The above document will be used for *official county business only*. This copy will not be given to anyone free of charge, it is for internal county to county business only.**

***Please note: Only one copy will be issued free of charge and multiple copy requests will be closely monitored.***

*Purpose for Which Certificate is to Be Used:*

\_\_\_\_\_

***Requestor Information:***

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Request \_\_\_\_\_

