

Fee: County Districts - \$30.00 / Other Districts - \$10.00 per certified copy or No Record Certification			
Identification Requirements: Application <i>must</i> be submitted with copies of either A or B. (Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.) A. One (1) of the following forms of valid photo-ID : -OR- B. Two (2) of the following showing the applicant's name and address: <ul style="list-style-type: none">• Driver license• Non-driver photo-ID card• Passport• U.S. military issued photo-ID• Utility or telephone bills• Letter from a government agency dated within the last six (6) months			
Name: <i>(as listed on birth certificate)</i> <div style="display: flex; justify-content: space-between;"><i>First</i><i>Middle</i><i>Last</i></div>			Date of Birth: <i>(mm / dd / yyyy)</i>
Town, city or village where birth occurred:		Name of hospital where birth occurred: <i>(If known)</i>	
Maiden Name of Mother: <i>(as listed on birth certificate)</i> <div style="display: flex; justify-content: space-between;"><i>First</i><i>Middle</i><i>Maiden Last</i></div>			Local Registration No.: <i>(If known)</i>
Father: <i>(as listed on birth certificate)</i> <div style="display: flex; justify-content: space-between;"><i>First</i><i>Middle</i><i>Last</i></div>			Number of Copies Requested:
Purpose for which Record is Required: <i>(Check one)</i> <div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 50%;"><input type="checkbox"/> Passport</div><div style="width: 50%;"><input type="checkbox"/> Employment</div><div style="width: 50%;"><input type="checkbox"/> Driver license</div><div style="width: 50%;"><input type="checkbox"/> Veteran's benefits</div><div style="width: 50%;"><input type="checkbox"/> Social Security</div><div style="width: 50%;"><input type="checkbox"/> Working Papers</div><div style="width: 50%;"><input type="checkbox"/> Marriage license</div><div style="width: 50%;"><input type="checkbox"/> Court proceeding</div><div style="width: 50%;"><input type="checkbox"/> Retirement</div><div style="width: 50%;"><input type="checkbox"/> School entrance</div><div style="width: 50%;"><input type="checkbox"/> Welfare assistance</div><div style="width: 50%;"><input type="checkbox"/> Entrance into Armed Forces</div><div style="width: 100%;"><input type="checkbox"/> Other <i>(specify)</i> _____</div></div>			
If request is not from child/parents named on the requested certificate, notarized authorization is required.			
What is your relationship to person whose record is required? <i>(If self, state "SELF".)</i>		If attorney, give name and relationship of your client to person whose record is required:	
Signature of Applicant: <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>		Notary Acknowledgement - Mail-in Only State of _____ County of _____ On the ____ day of _____ in the year 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared, _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument as well as his/her signature. My commission expires on _____. _____ Notary Public signature _____ Notary Public printed name	
Address of Applicant: _____ <i>(Applicant's Name)</i> _____ <i>(Street)</i> _____ <i>(City)</i> _____ <i>(State)</i> _____ <i>(Zip)</i> Telephone No.: () _____			

TYPES OF ACCEPTABLE IDENTIFICATION

1. Driver's license
2. Non-driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicant's name and address
8. Police report of lost or stolen ID

DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED