



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
 RECORDER & ELECTIONS**  
 COUNTY OF SAN MATEO

**MARK CHURCH**  
 ASSESSOR-COUNTY CLERK-  
 RECORDER & CHIEF ELECTIONS OFFICER

**Application for Certified Copy of BIRTH Record**

<b>Type of Vital Record</b>		Birth \$32	Were you adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
As required by law, if no record is found, we will retain a Search Fee equal to the amount of the certificate and a "Certificate of No Public Record" will be issued.				
<b>Please indicate whether you would like an Official Certified Copy or an Informational Copy.</b>				
The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of birth records. Those who are not authorized by law to receive a certified copy will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."				
<input type="checkbox"/> <b>Official Certified Copy</b> <i>(You must indicate your relationship to the person named on the vital record from the list below.)</i>		<input type="checkbox"/> <b>Informational Certified Copy</b> <i>(You are NOT required to select from the list below in order to receive an Informational Copy.)</i>		
<b>I am: (Please check the appropriate box if requesting for Certified Copy)</b>				
<input type="checkbox"/> The registrant on record		<input type="checkbox"/> A parent or legal guardian of the registrant		
<input type="checkbox"/> A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant				
<input type="checkbox"/> An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate				
<input type="checkbox"/> A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code				
<input type="checkbox"/> A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business				
<b>Applicant Information (Please Read This Statement Prior to Completing and Signing the Form) –</b>				
<i>I swear under penalty of perjury that I am an authorized person, as defined in CA Health &amp; Safety Code Section 103526 list above, and am eligible to receive a certified copy of the birth, death or marriage record identified on this application form.</i>				
Print Name of Person Completing this Application			Signature & Sworn this ____ day of _____, 20____.	
Residential Address of Person Completing this Application (Number, Street)		City	State	Zip Code
Mailing Address, if different from above			Telephone Number	
Number of Copies Purchasing	Dollar Amount Enclosed	Driver's License # (or other government issued ID)	Clerk's Initials	
<b>Registrant Information – Please provide the BIRTH information below.</b>				
<b>For BIRTH RECORD (If adopted, please provide adoption information)</b>				
First Name	Middle	Last Name	Sex	
Place of Birth – City or Town		County	Date of Birth – Month, Day, Year	
Father/Parent's Last Name at Birth		Mother/Parent's Maiden Name		
<b>NOTICE:</b>				
<ul style="list-style-type: none"> <li>The Sworn Statement and Acknowledgment are not required when requesting an Informational Copy.</li> <li>Applications for an "Official Certified Copy" received by mail must be accompanied by this sworn and notarized statement.</li> <li>Please make check or money order payable to: San Mateo County Clerk-Recorder.</li> <li>Applications for official copies received by mail must be accompanied by the notarized statement on back.</li> <li><b>Please mail application to: San Mateo County – Attn: Vital Records 555 County Center – 1<sup>st</sup> Floor, Redwood City, CA 94063.</b></li> <li>If the certificate is for someone who was adopted, make the request in the adopted name. If you are requesting a copy of the original birth certificate, you must provide a court order releasing the original sealed record. Mail request and application to: Office of Vital Records MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410 or you may contact the State Office 916.445.2684.</li> </ul>				

555 County Center, Redwood City, CA 94063

P 650.363.4500 F 650.363.4843 email [countyclerk@smcacre.gov](mailto:countyclerk@smcacre.gov) web [www.smcacre.gov](http://www.smcacre.gov)

# SWORN STATEMENT

I, \_\_\_\_\_, swear under penalty of perjury under the laws of the State of  
(Printed Name)  
California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and  
am eligible to receive a certified copy of the birth, death or marriage record of the following individual(s):

Name of Person(s) Listed on Certificate	Relationship to Person Listed on Certificate

Sworn this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (City) (State)

\_\_\_\_\_  
(Signature)

## CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_ } ss.  
County of \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(insert your name and title)

appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name 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.

(Notary Seal - Must be Legible)

\_\_\_\_\_  
Notary Signature