

APPLICATION FOR COPY OF BIRTH RECORD

Please read instructions on back before completing.

INFORMATIONAL COPY IS NOT USED TO ESTABLISH IDENTITY

Sutter County Clerk-Recorder

433 Second Street, Yuba City, CA 95991

www.suttercounty.org



1	BIRTH RECORD INFORMATION:	FEE \$29.00
Name (given at birth) _____ First _____ Middle _____ Last _____ Date of Birth _____ Mother's Maiden Name _____ Is person listed on record adopted or had a legal name change? Yes ☐ / No ☐		
2	PAPER COPY: ☐ <u>AUTHORIZED</u> OR ☐ <u>INFORMATIONAL</u> ELECTRONIC COPY: ☐ <u>AUTHORIZED ONLY</u>	# OF COPIES: _____
3	MY CONTACT INFORMATION: _____ Name (or Agency Name and Agent) _____ Phone (xxx) xxx-xxxx _____ Street Address (where certificate will be mailed, if applicable) _____ City _____ State _____ Zip Email address if requesting electronic certificate: _____	
4	RELATIONSHIP TO THE PERSON LISTED ON THE BIRTH RECORD <u>(for Authorized Copies only):</u> California Health & Safety Code, Section 103526, permits only authorized persons as defined below to receive Authorized Copies of Vital Records. Those who are not authorized will receive an Informational Copy marked "INFORMATIONAL, NOT VALID DOCUMENT TO ESTABLISH IDENTITY." To obtain AUTHORIZED Copy, mark your relationship to the person on record below: ☐ Me ☐ Parent/Legal Guardian ☐ Grandparent/Grandchild ☐ Spouse/Domestic Partner ☐ Sibling ☐ Child ☐ Law Enforcement/Govt Agency ☐ Attorney of Record ☐ Licensed Adoption Agency ☐ Authorized by Court Order	
5	COMPLETE THE SWORN STATEMENT <u>(for Authorized Copies only):</u> I, _____ declare under (Print Full Name) penalty of perjury under the laws of State of California, that I am an authorized person and eligible to receive an authorized copy of the birth record described in section 1 above. Sworn _____ Date (mm/dd/yyyy) At _____ City, State Signed _____ Applicant Signature	

OFFICE USE ONLY

_____ ID #

_____ Expiration Date

1/2023

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REQUESTING A BIRTH RECORD IN PERSON

1. Complete the APPLICATION FOR CERTIFIED COPY - BIRTH RECORD (also available in the office).
2. Bring ID.
3. Come to the Sutter County Clerk-Recorder office during regular business hours and submit your application. Most applications can be processed upon submission. Payments must be in the form of cash, check, or money order. Debit and credit card services are available for an additional \$2.50 convenience fee.

REQUESTING A BIRTH RECORD BY MAIL

1. Complete the APPLICATION FOR CERTIFIED COPY - BIRTH RECORD.
 - **For AUTHORIZED COPY:** Complete the Sworn Statement in front of a notary public and include the Notary Acknowledgement with application (*form provided below*).
 - **For INFORMATIONAL COPY:** Sworn Statement and Notary Acknowledgement are NOT required. (*Informational copies cannot be used to obtain passports or used with DMV.*)
2. Include a check or money order payable to "Sutter County Clerk Recorder" for the appropriate amount.
3. Mail the application and payment to the address below. To ensure accurate delivery, include a self-addressed stamped envelope.

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Yuba City, CA 95991

For Expedited Service: Mail completed application and payment in an *Overnight Express* envelope and include a prepaid, self-addressed *Overnight Express* envelope for return service.

IF YOU ARE A VETERAN APPLYING FOR VETERAN'S PENSION OR CERTAIN OTHER VETERAN'S ADMINISTRATION BENEFITS, YOU MAY BE ELIGIBLE FOR A FREE CERTIFIED COPY PURSUANT TO GOVERNMENT CODE 6107. PLEASE CONTACT US TO SEE IF YOU ARE ELIGIBLE.

NOTARY ACKNOWLEDGEMENT (*for mail in requests ONLY*)

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, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person 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.

Signature of Notary: _____

(seal)