



Sutter County Clerk-Recorder

Donna M. Johnston, County Clerk-Recorder-Registrar of Voters
433 Second Street
Yuba City, CA 95991
Phone: (530) 822-7134 Fax: (530) 822-7214

APPLICATION FOR BIRTH CERTIFICATE

California Health & Safety Code, Section 103526, permits only authorized persons as defined below to receive Authorized Certified Copies of Vital Records. Those who are not authorized by law to receive an Authorized Certified Copy will receive an Informational Certified Copy marked "INFORMATIONAL, NOT VALID DOCUMENT TO ESTABLISH IDENTITY."

Please indicate whether you would like an: Authorized Certified Copy or Informational Certified Copy

Birth Certificate Information:

Last Name: _____ First Name: _____ Middle: _____

Date of Birth (Month-Day-Year): _____ - _____ - _____ Number of Copies (\$25 each): _____

Applicant Information (Person Making Request):

Name of Applicant: _____ Telephone Number _____ - _____ - _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Signature of Applicant: _____ Date: _____

Who are you - Relationship of Applicant to Registrant on Certificate (Mark One):

- Registrant (Name on Certificate) Parent/Legal Guardian Grandparent/Grandchild Child
- Law Enforcement/Govt Agency Licensed Adoption Agency Spouse/Domestic Partner Sibling
- Agent/Employee Funeral Establish. Attorney of Record Authorized by Court Order

I, _____ swear (or affirm) under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health & Safety Code Section 103526 (c), and eligible to receive an Authorized Certified copy of the vital record identified on this application form.

Sworn this ____ day of _____, 20____, at _____
City and State

Signature: _____

For Requests By Mail For Authorized Certified Copy-The following must be completed by a Notary Public.

Notary Acknowledgement

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)

COUNTY OF SUTTER

INSTRUCTIONS FOR REQUESTING A BIRTH RECORD IN PERSON

- 1) Come to the Sutter County Clerk & Recorder Office located at 433 Second Street, Yuba City, California.
- 2) Complete the Application form for a Birth Certificate Request also available in the office.
- 3) Public counter is open and available for processing between 8:00 am to 5:00 pm, Monday through Friday. 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 at an additional \$2.50 convenience fee.

INSTRUCTIONS FOR REQUESTING A BIRTH RECORD BY MAIL

- 1) Complete the Application form for a Birth Certificate Request.
- 2) If requesting an *Authorized Certified Copy*, the Notary Acknowledgement must be completed by a Notary Public. If an *Informational Certified Copy* is being requested, the Notary Acknowledgement does not have to be completed. Informational copies cannot be used to obtain passports or used with DMV.
- 3) Birth Certificates are \$25 per copy, enclose a check or money order payable to "Sutter County Clerk Recorder," for the appropriate amount.
- 4) Please include a self-addressed stamped envelope for accurate service. Allow at least 5 working days to receive your Certified Copy in the mail.
- 5) Mail the application and payment to the following address:

Sutter County Clerk-Recorder
433 Second Street
Yuba City, CA 95991

For Expedited Service:

Mail the completed application and payment in an *Overnight Express* envelope and include a prepaid *Overnight Express* envelope inside to be returned to you.