## APPLICATION FOR COPY OF BIRTH RECORD

Sutter County Clerk-Recorder
433 Second Street, Yuba City, CA 95991
www.suttercounty.org

Please read instructions on back before completing.

INFORMATIONAL COPY IS NOT USED TO ESTABLISH IDENTITY

١	BIRTH RECORD INFORMATION:			FEE \$29.00	
	Name (given at birth)	First	Middle	Last	
	Date of Birth Mother's Maiden Name				
	person listed on record adopted or had a legal name change?  Yes □ / No □				
2	PAPER COPY:   AUTHORIZED OR	□ <u>INFORMATION</u>	<u>AL</u>	# OF COPIES:	
	ELECTRONIC COPY:   AUTHORIZED O	ONLY			
3	MY CONTACT INFORMATION:				
	Name (or Agency Name and Agent)  Phone (xxx) xxx-xxxx				
	Name (or Agency Name and Agent)  Phone (xxx) xxx-xxxx				
	Street Address (where certificate will be mailed, if applicable)				
	Cit.	State	7:0		
	City  Email address if requesting electronic certificate:	State	e Zip		
1	RELATIONSHIP TO THE PERSON LISTED ON THE BIRTH RECORD (for Authorized Copies only):  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 (	•	arent/Grandchild	
	☐ Spouse/Domestic Partner	☐ Sibling	☐ Child	d Adoption Agonov	
	<ul><li>□ Law Enforcement/Govt Agency</li><li>□ Authorized by Court Order</li></ul>	☐ Attorney of Re		d Adoption Agency	
•	COMPLETE THE SWORN STATEMENT (for Authorized Copies only):				
	I,	(Print Full Name)		declare under	
	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		
	Date (mm/dd/yyyy)		City, State		
	SignedApplicant Signature				
	· 1616				

## 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.

Sutter County Clerk-Recorder 433 Second Street 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 document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of the	•			
State of) ss. County of)				
On, a Notary Public, personally appeared, a Notary Public, personally appeared				
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)			