



## 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 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)