



# How To Obtain Certified Copies Of Still Birth And Fetal Death Records



Upon request, this document will be made available in Braille, large print, and audiocassette or computer disk. To obtain a copy in one of these alternate formats, please call or write:

California Office of Vital Records  
M.S. 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410  
Telephone: (916) 445-2684  
California Relay: 711/1-800-735-2929  
[www.cdph.ca.gov](http://www.cdph.ca.gov)

February 2009

# Certified Copies of Still Birth and Fetal Death Records

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## What is the Office of Vital Records?

The Office of Vital Records (OVR) is the State Registrar for the State of California. OVR maintains a permanent, public record of every birth and death that has occurred in California since July 1905, and has more than 50 million records on file.

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## What services are available from OVR?

- When we receive an application and the required fee for a Certificate of Still Birth, we will provide certified copies to the mother or father only.
  - When we receive an application and the required fee for a Certificate of Fetal Death, we will provide certified copies to anyone who can provide enough information to identify a specific record.
  - We do not release information contained in vital records except through certified copies.
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## What is the fee for a certified copy of a Certificate of Still Birth or a Certificate of Fetal Death?

- Certificate of Still Birth: \$20  
Certificate of Fetal Death: \$9
- Fees are nonrefundable (per state law).
- Fees are established in the California Health and Safety Code, which authorizes our office to keep the fee when it searches for a record even if no certified copy is issued. For this reason, you should provide as much information as possible so we can locate the correct record.
- If we cannot locate the record based on the information you provide, we will keep the fee (for our searching efforts) and issue a Certificate of No Public Record.
- OVR is separate from the local registrars and county recorders, so fees previously paid to those offices cannot be transferred to our office.
- Fees should be paid by check or money order made payable to the **Office of Vital Records**. International money orders for out-of-country requests should be payable in U.S. dollars.

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**Does OVR issue free certified copies?**

- We only issue free copies to: 1) district attorneys for child support enforcement; 2) veterans for the sole purpose of establishing military benefits (if the request comes through the Veterans Administration Office; and 3) victims of crime in connection with a claim under the Victims of Crime Act.
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**What do I submit to get a Certificate of Still Birth or Certificate of Fetal Death?**

- Applications are included in this pamphlet (you can photocopy additional copies if needed, or download them from our website at: <http://apps.cdph.ca.gov/AutoForm2/default.aspx?af=1184>)
  - Complete the appropriate application for the type of record you are requesting (Still Birth or Fetal Death) – be sure to complete all items on the application.
  - Complete a separate application for each record requested.
  - Mail the following items to our office using the address on the front of this pamphlet:
    - Completed application.
    - Appropriate fee.
  - If any of the required items are not included, your request will be returned to you for correction.
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**How will I know if my request has been accepted?**

- If your request is not accepted (e.g., due to insufficient fee, insufficient information, etc.), we will return your request to you with a letter explaining what needs to be corrected.

Processing Time:

- 12 weeks – Fetal Death
  - 12 weeks – Still Birth
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**What if I still have questions?**

If you have read this pamphlet thoroughly and still have questions that were not answered in this pamphlet, please call our Customer Service Unit at (916) 445-2684 (Monday through Friday).

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**APPLICATION FOR CERTIFIED COPY OF CERTIFICATE OF STILL BIRTH****DO NOT Complete This Application Before Reading the Instructions Below**

**Certified Copies** can be issued only to a parent (mother and/or father only).

Fee: **\$20 per copy** (payable to the Office of Vital Records).

<b>APPLICANT INFORMATION</b> (PLEASE PRINT OR TYPE)			<b>Today's Date:</b> _____		
Printed Name <b>and Signature</b> of Applicant			Relationship to stillborn:		
Mailing Address – Number, Street			Number of Copies	Amount Enclosed	
			Name of Person Receiving Copies, if Different from Applicant		
City	State / Province	ZIP Code	Mailing Address for Copies, if Different from Applicant		
Daytime Telephone (include area code) (     )		Country	City	State	ZIP Code

<b>CERTIFICATE OF STILL BIRTH INFORMATION</b> (PLEASE PRINT OR TYPE)		
<b>LAST</b> Name on Fetal Death Certificate	<b>FIRST</b> Name on Fetal Death Certificate	<b>MIDDLE</b> Name on Fetal Death Certificate
City of Stillbirth (must be in California)		County of Stillbirth
Date of Stillbirth – MM/DD/CCYY		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>BIRTH</b> Name on Fetal Death Certificate – Father/Parent	<b>FIRST</b> Name on Fetal Death Certificate – Father/Parent	<b>MIDDLE</b> Name on Fetal Death Certificate – Father/Parent
<b>BIRTH</b> Name on Fetal Death Certificate – Mother/Parent	<b>FIRST</b> Name on Fetal Death Certificate – Mother/Parent	<b>MIDDLE</b> Name on Fetal Death Certificate – Mother/Parent

**INSTRUCTIONS:**

- As of January 1, 2008, **ONLY** a parent (mother and/or father) can obtain a Certified Copy of a Certificate of Still Birth.
- Complete a separate application for each Certificate of Still Birth requested.
- Complete the **Applicant Information** section and provide your signature where indicated. In the **Certificate of Still Birth Information** section, provide all the information you have available to identify the fetal death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the fetal death record, which is the record from which the information to complete a Certificate of Still Birth must be obtained.
- Submit \$20 for **each** copy requested. If no record is found, the \$20 fee will be retained for searching the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to the **Office of Vital Records**. Mail this application with the fee(s) to the Office of Vital Records at the address below.
- Returning Completed Certificates:** Completed certificates are returned using the U.S. Postal Service.

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P.O. Box 997410  
Sacramento, CA 95899-7410  
(916) 445-2684

**CERTIFICATE OF STILL BIRTH**

**APPLICATION FOR CERTIFIED COPY OF FETAL DEATH RECORD****DO NOT Complete This Application Before Reading the Instructions Below**Fee: **\$9 per copy** (payable to the Office of Vital Records).

<b>APPLICANT INFORMATION</b> (PLEASE PRINT OR TYPE)				<b>Today's Date:</b> _____		
Agency Name (if appropriate)		Agency Case No. (if appropriate)		Purpose of Request		
Printed Name <b>and Signature</b> of Applicant				Number of Copies		Amount Enclosed
Mailing Address – Number, Street				Name of Person Receiving Copies, if Different from Applicant		
City		State / Province	ZIP Code	Mailing Address for Copies, if Different from Applicant		
Daytime Telephone (include area code) (     )			Country	City	State	ZIP Code
<b>FETAL DEATH INFORMATION</b> (PLEASE PRINT OR TYPE)						
<b>LAST</b> Name on Certificate			<b>FIRST</b> Name on Certificate		<b>MIDDLE</b> Name on Certificate	
City of Fetal Death (must be in California)				County of Fetal Death		
Date of Fetal Death – MM/DD/CCYY (If unknown, enter approximate date of fetal death)				Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		
<b>BIRTH</b> Name on Certificate – Father/Parent		<b>FIRST</b> Name on Certificate – Father/Parent		<b>MIDDLE</b> Name on Certificate – Father/Parent		
<b>BIRTH</b> Name on Certificate – Mother/Parent		<b>FIRST</b> Name on Certificate – Mother/Parent		<b>MIDDLE</b> Name on Certificate – Mother/Parent		

**INFORMATION:** Fetal death records have been maintained in the Office of the State Registrar of Vital Records since July 1, 1905.

**INSTRUCTIONS:**

1. Complete a separate application for each fetal death record requested.
2. Complete the **Applicant Information** section and provide your signature where indicated. In the **Fetal Death Information** section, provide all the information you have available to identify the fetal death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
3. Submit \$9 for **each** copy requested. If no fetal death record is found, the \$9 fee will be retained for searching the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to the **Office of Vital Records**. Mail this application with the fee(s) to the Office of Vital Records at the address below.
4. **Returning Completed Certificates:** Completed certificates are returned using the U.S. Postal Service.

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**FETAL DEATH**