

# Birth Certificate Request



Phone: (405) 271-4040

Division of Vital Records  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117

Walk-in Hours: Mon-Fri 8:30-4:00



### Requirements:

- 1) This request must be completed in full.
- 2) Enclose a copy of a current legal photo ID (See back for list of acceptable IDs)
- 3) Enclose appropriate fees
- 4) Person requesting to receive a birth certificate must sign below
- 5) If submitting by mail, enclose a self-addressed stamped envelope

Full Name at Birth: (If a change to the name has occurred, please see instruction sheet)

\_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Female  Male Place of Birth: \_\_\_\_\_, OKLAHOMA  
Month Day Year City and/or County

Full Name of Father: \_\_\_\_\_  
First Middle Last

Full MAIDEN Name of Mother: \_\_\_\_\_  
First Middle Last Name prior to first marriage

### This request is being made by:

Person Himself/Herself  Parent  Legal Guardian or Custodian  Authorized Agent, must specify: \_\_\_\_\_

### Current Address (REQUIRED):

Name \_\_\_\_\_ Daytime Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_ City, State and Zip \_\_\_\_\_

### Purpose for which the birth certificate is needed:

Drivers License  Social Security  Passport  School  State Assistance Pgm  Other, specify: \_\_\_\_\_



By signing below, I declare that all information provided on this request is true and correct.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
(Request will not be processed without the signature of the requestor and established eligibility.)

### Fees

A fee is to be paid for a search of the files or records, even when no copy is available. Search fees are non-transferable and non-refundable.

\_\_\_\_\_ Number of certified copies requested (\$15 each and includes search fee)  
\_\_\_\_\_ Delayed registration, amendment, paternity, adoption, or legitimation fee (\$40 - Includes one certified copy)  
\_\_\_\_\_ Number of Heirloom certificates requested: (\$35 each and includes one certified copy)  
\_\_\_\_\_ Total Amount enclosed

**Make checks payable to OSDH. Do not send cash by mail.**



Mailing address: Division of Vital Records, PO Box 53551, Oklahoma City, OK 73152

### OFFICE USE ONLY

#### Issuance

**Mail**  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Fees Enclosed: \$ \_\_\_\_\_  
Fees Due: \$ \_\_\_\_\_  
ID Enclosed: \_\_\_\_\_

Copies Issued: \_\_\_\_\_  
Date Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Issued by: \_\_\_\_\_  
Other: \_\_\_\_\_

#### Front Desk

Clerk: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fees Paid: \$ \_\_\_\_\_  
Fee Type:  Check  Cash  MO

# Birth Request Instruction Sheet

## ELIGIBILITY

By state law, birth records filed with this office are not open for public inspection. The person requesting the certificate must meet one of the following eligibility standards:

- Be the subject of the record
- Acting in such person's best interest (and authorized by the subject of the record)
- Court order

By signing the request, you are indicating that you are the person who is the subject of the records, a court appointed legal guardian, a custodial guardian, or an authorized agent working in the best interest of the subject of record. *Additional documentation may be required demonstrating the requestor's authorization to obtain the birth record requested.* When an adoption has occurred, the biological family and the adoptee no longer have the same legal right to each other's birth record that they had prior to the adoption. Additional documentation may be required to show the requestor's authorization to obtain an adoptee's birth record.

## ACCEPTABLE PHOTO IDENTIFICATION

**Note: Send a photocopy. Do not send your original ID. Photocopies must be legible and cannot be expired.**

- State Issued Driver Licenses
- State Issued Photo Identification Card
- US Passport
- Government Issued Military ID
- United States Bureau of Indian Affairs Identification card (with photo)
- Tribal Identification card by federally recognized tribes (with photo)

\* If the person requesting the record does not have one of the above listed acceptable photo IDs then an individual who can attest to the Requestor's true identity may present a photocopy of an acceptable photo ID of the attesting individual and must make a signed statement as to the facts supporting the attestation of true identity.

## HEIRLOOM BIRTH CERTIFICATES

**\$ 35.00 and includes one certified copy of the original certificate.**

The Heirloom Birth Certificate is 11"x14" with a dark blue trim, bearing a silver and gold seal, depicting the view of the State Capitol Dome. The Certificate will reflect the name, date of birth, place of birth, and parent's names of the subject of the birth record. Proceeds from the issuance of Heirloom Birth Certificates are used by the Child Abuse Training and Coordination Program to provide training and technical assistance to judges, prosecutors and members of the multidisciplinary child abuse teams who intervene in circumstances of child abuse.

## WALLET SIZE CARDS Standard search and issuance fees apply.

The wallet size card is 3"x4" and contains minimal birth information and does NOT include parental information. Wallet size cards may NOT be acceptable identification for passports, travel, Social Security, school enrollment or obtaining a driver's license or permit.

## IF BOTH PARENTS DO NOT APPEAR ON THE BIRTH CERTIFICATE

If both parents' names are not indicated on the original Certificate of Birth a complete copy of the birth record can be obtained only if requested by the mother, the subject of the birth record if of legal age, or a person having legal custody or guardianship of the subject of the birth record. If the certificate is required for "adoption purposes," the signature of the attorney of record and a statement from him/her to that effect is required.

## NAME CHANGES

If a change to the name of the subject of the birth record has occurred as a result of **legal** action the person requesting the birth record must identify in the place marked "full name at birth" the current legally altered name of the subject of the birth record, and that name must agree with the information that now appears on the certificate. If a change needs to be made to the record, complete the request with the information that currently appears on the certificate and attach a letter specifying the changes. *(Additional Instructions will be mailed once the request has been reviewed.)*

## SUBJECT OF THE BIRTH RECORD IS DECEASED

If the subject of the original Certificate of Birth is deceased the person requesting a copy of the deceased person's birth certificate may receive only a birth record marked with a notation indicating that the subject of the record is deceased.

## NOT BORN IN OKLAHOMA?

If you were not born in Oklahoma, please visit <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> for a complete listing of national vital statistics offices.

## QUESTIONS

If you have any questions visit our official website <http://www.health.ok.gov/program/vital> or call our office at (405) 271-4040.