

# State of Florida Department of Health Office of Vital Statistics

### APPLICATION FOR FLORIDA BIRTH RECORD

Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant must complete this application and provide a copy of a valid photo identification. If applicant is not one of the above, the Affidavit to Release a Birth Certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport, and/or Military Identification Card.

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## INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

**<u>COMPUTER CERTIFICATION</u>**: The Computer Certifications are accepted by all State and Federal Agencies and used for any type of travel. **4-6 days** is the Normal Response time, provided the record and application are complete and in order.

A Computer Certification has two different formats which are:

- A certification of a registered birth (2004 to Present), supplies the following facts of birth: Childs Name, Date of Birth, Sex, Time, Weight, Place of Birth (City, County and Location) and Parents Information.
- A certification of a registered birth (1917 to 2003), supplies the following facts of birth: Childs Name, Date of Birth, Sex, County of Birth and Parents Name.
- If the birth occurred prior to 1917, only photocopies are available. When ordering, select Computer Copy for \$9.00. Records are available from 1865 to present but are limited from years 1865-1916.

TIME OF BIRTH: This item was not collected on the birth events between 1949 -1969.

**PHOTOCOPY:** A photocopy is a certificate of the registered birth on file. Photocopies of birth certificates are certified documents. Normal response time for photocopies is approximately 10 days.

**AVAILABILITY:** Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865. Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in this manner. For a record under seal, write to ATTN: Records Amendment Section at the address below.

**ELIGIBILITY:** Birth certificates can be issued only to:

- 1. Registrant (the child named on the record) if of legal age (18)
- 2. Parent(s) listed on the Birth Record
- 3. Legal Guardian (must provide guardianship papers)
- 4. Legal representative of one of the above persons
- 5. Other person(s) by court order (must provide recorded or certified copy of court order)

In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

Any person of legal age may be issued a certified copy of a birth record (except for those birth records under seal) for a birth event that occurred over 100 years ago.

**REQUIREMENT FOR ORDERING:** If applicant is self, parent, legal guardian or legal representative, then the applicant must provide a completed application along with a copy of a valid photo identification. If legal guardian, a copy of the appointment orders must be included with your request. If legal representative, your attorney bar number, and a notation of whom you represent and their relationship to the registrant must be included with your request. If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency. Acceptable forms of identification are the following: **Driver's License**, **State Identification Card**, **Passport** and/or **Military Identification Card**.

**RELATIONSHIP TO REGISTRANT:** A person ordering his or her own certificate should enter "SELF" in this space. Also, explain if name has been changed; married name, name changed legally (when and where), etc. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

**<u>FEES ARE NONREFUNDABLE:</u>** Fees are nonrefundable, except fees paid for additional copies when no record is found. These are refunded on written request.

APPLICANT'S SIGNATURE: is required, as well as his/her printed name, residence address and telephone number.

#### **OPTIONS FOR RUSH SERVICE:**

- **CREDIT CARDS:** The state office currently does not accept credit cards but there is a private firm that accepts such charges and transfers the order to Vital Statistics for a fee of \$7.00 plus a \$10.00 Rush Fee charged by the State Office. You may telephone 1-877-550-7330 or you may fax your request to the private firm at 1-877-550-7428. In any event, you may dial (904) 359-6900 and follow the prompts on the telephone system to be transferred free of charge to the contracted vendor. If you have any questions please call the Office of Vital Statistics at (904) 359-6900.
- MAIL IN: An order with an envelope marked RUSH with a \$10 rush fee enclosed, provided the record and application are complete and in order, will be processed before the normal processing time. This does not include birth records requiring an amendment action. If an amendment action is necessary, additional processing time will be required.
- WALK-IN SERVICE: Is available at 1217 Pearl Street, Jacksonville, Florida, between 8:00 am 4:30 pm. Each request must be accompanied by picture identification. Certifications for photocopies rush service requires an additional fee of \$10.

# MAIL THIS APPLICATION WITH PAYMENT TO: DEPARTMENT OF HEALTH

OFFICE OF VITAL STATISTICS ATTN: VITAL RECORDS SECTION

> P.O. BOX 210 Jacksonville, FL 32231-0042

(Street Address: 1217 North Pearl Street, Jacksonville, Florida 32202)

Street Address. 1217 North Feart Street, Jacksonville, Florida 5220.

## PLEASE VISIT OUR WEBSITE:

www.FloridaVitalStatisticsOnline.com