

Birth Certificate Request Form



STEP 1 - Please read the requirements carefully. Incomplete requests will not be processed.

- The applicant must meet eligibility requirements. See page 2 for instructions.
- Use the applicant's full name at birth. If the birth name was legally changed, please read instructions on page 2.
- Submit a photocopy of the applicant's current and legal photo I.D. See page 2 for a list of acceptable I.D.s.
- Sign and date the completed form and include a check payable to OSDH for the total fees due.
- Enclose all required items in a self-addressed stamped envelope. See page 2 for mailing address.

FULL NAME AT BIRTH

(see page 2 if legally changed)

First _____ Middle _____ Last _____ Male Female

Date of Birth (mm/dd/yy) _____ OKLAHOMA Birth City and/or County _____ If child is less than age 2, List the name of Hospital or Midwife _____

Father's First Name _____ Father's Middle Name _____ Father's Last Name _____

Mother's First Name _____ Mother's Middle Name _____ Mother's Last Name _____

This request is being made by:

(see eligibility instructions on back)

Subject of the record Parent Legal Guardian or Custodian Authorized Agent, specify: _____

Your Name _____ Daytime Telephone Number _____

Current Mailing Address (Required) _____ APT# _____ City / State / Zip _____

E-mail Address _____ No Email

Purpose for which the birth certificate is needed:

Driver's License Social Security Passport School State Assistance Pgm Other: _____

STEP 2 - Complete the Order Information below:

A NON-REFUNDABLE /

NON-TRANSFERABLE record search fee of \$15 includes the issuance of one certified copy if the record is found; additional copies are \$15 each.

If no record is found, the fee will not be refunded. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

QTY	PRICE	SUB-TOTAL	ITEM DESCRIPTION
_____	\$15	_____	Number of certified copies requested (\$15 each and includes search fee)
_____	\$40	_____	Delayed registration, amendment, paternity, adoption, or legitimation fee requests only (one-time initial fee includes one certified copy)
_____	\$35	_____	Special Commemorative Heirloom Birth Certificate

TOTAL AMOUNT DUE NOW

DO NOT SENT CASH BY MAIL - Make Checks payable to OSDH

STEP 3 - Final Check & Sign

- Check to see if you have filled out all of the information fields and you have followed all instructions in Step 1.
- By signing below, you declare that all information provided on this request is true and correct:



Signature _____

Date Signed _____

OFFICE USE ONLY

Reviewed By: _____ Date: _____ Clerk: _____ Date: _____

Fees Enclosed: \$ _____ Fees Due: \$ _____

ID Enclosed: _____ Fees Paid: \$ _____ Check Cash MO CC

BIRTH CERTIFICATE REQUEST INSTRUCTION SHEET

ELIGIBILITY

By state law with limited exception (see OPEN RECORDS below), birth records filed with this office are not open for public inspection. The person requesting a birth 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 subject of the record, a court appointed legal guardian, a custodial guardian, or an authorized agent working in the best interest of the subject of record. **If the applicant is not the subject or a named parent on the record, additional documentation will be required.** When an adoption has occurred, the biological family and the adoptee no longer have a legal right to the other's birth records apart from a court order or direct authorization.

For a complete list of eligibility requirements, go to: http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificate_Eligibility/index.html

AVAILABLE RECORDS

Oklahoma began filing death records in October of 1908; however filing did not become mandatory until 1917. Prior to 1940 filing continued to be somewhat sporadic, which may prove problematic for families who are requesting records for genealogy purposes.

OPEN RECORDS

Effective Nov 1, 2014, records of births occurring at least 125 years ago are open record and do not require proof of eligibility.

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 birth record will be marked with a notation indicating that the subject of the record is deceased.

ACCEPTABLE PHOTO IDENTIFICATION (ID)

A photocopy of a valid government issued photo ID by either the applicant or an individual attesting for the applicant is required.

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

- U.S. Issued Driver's license or Identification card
- U.S. Passport containing the bearer's signature
- Foreign Issued Passport with Visa (I-94)
- Government issued Military photo ID
- Tribal Photo ID Card containing the bearer's signature
- Ok Self-Defense Act (SDA) License or Concealed Carry permit
- Resident Alien Card (Form I-551)
- Employment Authorization Card (Form I-766)
- Employment Authorization Card (Form I-688A)
- Temporary Resident Card (Form I-688)
- Oklahoma Dept of Corrections Consolidated Record Card (CRC)

In cases when a primary ID is not available, records may be requested with two secondary identifications; however, the record will only be mailed to the applicant at the current address demonstrated on the identification.

For a complete list, go to http://www.ok.gov/health/Birth_and_Death_Certificates/Acceptable_Identification/index.html

HEIRLOOM BIRTH CERTIFICATES

\$35 fee includes one certified copy of the birth record in addition to one Heirloom certificate.

The Heirloom Birth Certificate is 8 1/2 x 11" with a chocolate brown and mint green color palette bearing a depiction of a Redbud, the state tree. The certificate will reflect the child's name, date of birth, gender, place of birth and the names of the parents.

NOT BORN IN OKLAHOMA?

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

QUESTIONS?

Please visit our official website at: VR.health.ok.gov

Lobbies are currently closed for walk-ins.

AskVR@health.ok.gov
405.426.8880

MAIL YOUR APPLICATION TO:



Vital Records - OSDH
PO BOX 53551
Oklahoma City, OK 73152-3551