

County of Santa Clara

FINANCE AGENCY

Office of the County Clerk-Recorder

County Government Center
70 West Hedding Street, E. Wing, 1st Floor
San Jose, California 95110
(408) 299-5669



APPLICATION FOR CERTIFIED COPY OF A BIRTH / DEATH RECORD

Notice: Orders received by mail must have the notary statement Part 5 completed (see instructions).

Processing time for mail requests: 15 – 20 working days

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive authorized copies of birth/death records. Those who are not authorized by law to receive the authorized copy will receive a certified copy marked “Informational, not a valid document to establish identity.” Please indicate whether you would like an authorized or an informational copy.

Part 1.

<input type="checkbox"/> I would like an authorized certified copy of the record identified on the application form. <i>(In order to receive the authorized copy, you must indicate your relationship to the person named on the application form by selecting from the list below. Complete parts 2,3,4 and 5)</i>	<input type="checkbox"/> I would like a certified informational copy of the record identified on the application form. <i>(You are not required to select from the list below in order to receive an informational copy. Proceed to Part 3)</i>
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Part 2.

<p>I am:</p> <input type="checkbox"/> The person named on the certificate, or the parent or legal guardian of the person named on the certificate. <input type="checkbox"/> A party entitled to receive the record as a result of a court order, or an attorney, or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. <input type="checkbox"/> A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. <input type="checkbox"/> A child, grandparent, grandchild, sibling, spouse or domestic partner of the person named on the certificate. <input type="checkbox"/> An attorney representing the person named on the certificate or his/her estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the person named on the certificate or his/her estate. <input type="checkbox"/> A funeral director ordering certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive of subdivision (a) of Section 7100 of the Health and Safety Code.
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Part 3. STOP! Do not complete the remaining portion of this form before reading the attached instructions.

APPLICANT INFORMATION (Please print or type)			
Printed name of person completing application	Date	Telephone Number () -	
Address – Number, Street	City	State	Zip Code
Name of person receiving copies, if different from above:			
First Name	Middle Name	Last Name	
Mailing address for copies if different from above:			
Street Address	City	State	Zip Code

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, Ken Yeager, Liz Kniss
County Executive: Peter Kutras, Jr.

APPLICATION FOR CERTIFIED COPIES OF BIRTH/DEATH RECORD

Part 3. (Continued)

CERTIFICATE INFORMATION (Please print or type)		Birth: \$17.00	Death: \$12.00
		# of copies _____	# of copies _____
Name – First (Given)	Middle	Last (Family)	Sex
Place of Birth/Death (City, County)		Date of Birth/Death	
Mother’s Maiden Name		Father’s Name	

CERTIFICATE INFORMATION (Please print or type)		Birth: \$17.00	Death: \$12.00
		# of copies _____	# of copies _____
Name – First (Given)	Middle	Last (Family)	Sex
Place of Birth/Death (City, County)		Date of Birth/Death	
Mother’s Maiden Name		Father’s Name	

CERTIFICATE INFORMATION (Please print or type)		Birth: \$17.00	Death: \$12.00
		# of copies _____	# of copies _____
Name – First (Given)	Middle	Last (Family)	Sex
Place of Birth/Death (City, County)		Date of Birth/Death	
Mother’s Maiden Name		Father’s Name	

CERTIFICATE INFORMATION (Please print or type)		Birth: \$17.00	Death: \$12.00
		# of copies _____	# of copies _____
Name – First (Given)	Middle	Last (Family)	Sex
Place of Birth/Death (City, County)		Date of Birth/Death	
Mother’s Maiden Name		Father’s Name	

Information:

Birth and Death records have been maintained in the Office of the Santa Clara County Clerk-Recorder's since January of 1873.

Instructions:

1. If you are requesting a certified Informational Copy, complete only the Applicant Information and certificate information portions of this form (Parts 1 and 3).
If you are requesting an Authorized Certified Copy, complete Parts 1 through 5.
2. If you submit your request by mail, you must complete the SWORN STATEMENT (Part 4), signing it in the presence of a Notary Public to have it notarized (Part 5).
Please note: Only one notarized SWORN STATEMENT is required for multiple certificates requested at the same time; however, the SWORN STATEMENT must include the name of each individual whose certificate(s) you wish to obtain and your relationship to those individuals.
3. For each additional record requested, please complete the boxes in Part 3.
4. Complete the Applicant Information section and provide your signature where indicated. Provide the information you have available to identify the name on the certificate. If the information you furnish is incomplete or inaccurate, it may not be possible to locate the record.
5. If no record is found, the fee will be retained for searching as required by statute and a Certificate of Search will be issued. If you are mailing your request, indicate the number of certified copies you want and include sufficient money with the application in the form of a check or money order made payable to:
Clerk-Recorder's Office
Mail this application and the fees to:
Santa Clara County Clerk-Recorder
70 West Hedding Street
San Jose, CA 95110
6. The correct fees are:

Birth	-	\$17.00
Death	-	\$12.00