



APPLICATION FOR FLORIDA BIRTH RECORD
 Florida Department of Health in Palm Beach County
 Office of Vital Statistics
 800 Clematis Street
 West Palm Beach, FL 33401

Hours of Operation:
 Monday-Friday
 8:00 AM - 4:30 PM
 Phone: (561)837-5847
 1st Thurs of the Month 8:00 AM - 3:00 PM

Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant must complete this application and provide valid photo identification, if a mail request, a copy of the valid photo identification front and back must be provided. 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.**

CHILD'S FULL NAME AS SHOWN ON BIRTH RECORD	FIRST	MIDDLE	LAST	SUFFIX	
IF NAME WAS CHANGED SINCE BIRTH, INDICATE NEW NAME	FIRST	MIDDLE	LAST	SUFFIX	
DATE OF BIRTH	MONTH	DAY	YEAR (4-DIGIT)	STATE FILE NUMBER (If known)	SEX
PLACE OF BIRTH	HOSPITAL		CITY OR TOWN	COUNTY	
MOTHER'S MAIDEN NAME	FIRST	MIDDLE	LAST	SUFFIX	
FATHER'S NAME	FIRST	MIDDLE	LAST	SUFFIX	

APPLICANT (adult requesting certificate) INFORMATION

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)
MAILING ADDRESS (INCLUDE APT. NO., IF APPLICABLE)	CITY	STATE	ZIP CODE
HOME PHONE NUMBER ()	RELATIONSHIP TO REGISTRANT	SIGNATURE OF APPLICANT	
WORK PHONE NUMBER ()			
IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO.	IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT AND THEIR RELATIONSHIP TO REGISTRANT		

One certified copy is \$15.00	= \$15.00
Additional copies are \$10.00 each, when ordered with this request	\$10.00 x _____ = \$ _____
Plastic Sleeve	\$3.00 x _____ = \$ _____
Total	= \$ _____

ID TYPE	Mail in birth application: Please send check or money order payable to: Florida Department of Health, Palm Beach County
ID #	

Mail in request must include a copy of your photo identification front and back with completed application.

OFFICIAL USE ONLY - To be completed by Florida Department of Health in Palm Beach County staff.

Safety Paper Number	Amount Paid: \$ _____
BEGINNING	METHOD OF PAYMENT RECEIVED BY: _____
ENDING	CASH _____ CHECK# _____
VOIDED BEGINNING	VISA _____ MASTERCARD _____
ENDING	AMEX _____ DISCOVER _____ MONEY ORDER _____

***PALM BEACH COUNTY TAX COLLECTOR**

*An additional \$6.25 surcharge may be added to the fee charged by the FDOH-Palm Beach County Vital Statistics office. The addition of this surcharge may or may not be assessed.	SURCHARGE: _____ TOTAL: _____
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INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

COMPUTER CERTIFICATION: computer certifications are accepted by all state and federal agencies and used for any type of travel.

A computer certification has two different formats:

1. A certification of a registered birth (2004 to present), supplies the following facts of birth: Child's Name, Date of Birth, Sex, Time, Weight, Place of Birth (City, County and Location) and Parents' Information.
2. A certification of a registered birth (1930 to 2003), supplies the following facts of birth: Child's Name, Date of Birth, Sex, County of Birth and Parents' Name.

AVAILABILITY: Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865.

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, the applicant must provide a completed application along with valid photo identification, if a mail request, a copy of the valid photo identification front and back must be provided. If legal guardian, a copy of the appointment orders must be included with the request. If legal representative, the attorney bar number, and a notation of whom the attorney represents and that person's 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**.

If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958, 2/03) submitted with your application for the birth record **along with a copy of the registrant's valid photo identification as well as the applicant's valid photo identification**.

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).

NONREFUNDABLE: Vital record fees are nonrefundable.

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

STATES AGENCIES:

- Must have an **Active Case**
- Provide request on your department's letterhead or provide DCF Letter of Agreement
- Provide Agency Identification Card

IF APPLYING BY MAIL SEND REQUEST TO: VITAL STATISTICS

P.O. BOX 29

WEST PALM BEACH, FLORIDA 33402

*Check or Money Order payable to **FLORIDA DEPARTMENT OF HEALTH, PALM BEACH COUNTY** in U.S. Dollars.

***DO NOT SEND CASH**

BIRTH RECORDS UNDER SEAL: Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in the usual manner. For a record under seal, write to:

BUREAU OF VITAL STATISTICS
ATTN: Records Amendment Section
P.O. BOX 210
Jacksonville, FL 32231-0042

PLEASE VISIT THE BUREAU OF VITAL STATISTICS WEBSITE

http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/