

To Complete the Internet Birth Certificate Order PDF Form:

1) Make sure the Adobe Acrobat Reader you are using is version 6.0 or greater.

If you need to download the latest version of the Adobe Acrobat Reader go to:
www.adobe.com

2) The included fax cover sheet may also be completed prior to printing.

3) The (Adobe PDF) Internet Birth Certificate Order Form may be completed online prior to printing. It is recommended that FBN forms are completed prior to printing so that the submitted form will be clear and legible.

4) Only the sections 1-3 may be completed prior to printing the Internet Birth Certificate Order form.

5) The Adobe PDF form begins on page 5 of this document.

6) Use the mouse or the tab key to move to the next field.

7) Click on check boxes to place a in the required boxes.

Internet Birth Certificate Order

Fax

To: Contra Costa County Clerk-Recorder

From:

Fax: (925) 335-7925

Date:

Phone: (925) 335-7900

Pages:

Re: Internet Order for Birth Certificate

CC:

•Comments:

Internet/Fax Ordering Instructions:

Follows these steps to complete the Internet/Fax Order process:

- 1. Print the Birth Certificate or Death Certificate Application and fill it out- We have included a fax cover sheet.**
- 2. Take the Birth or Death Application to a notary to have the application Notarized.**
- 3. If paying by credit card complete the online payment form.**
- 4. Fax the completed and notarized application to our office within 10 calendar days at: (925) 335-7925**

**WRITTEN APPLICATION FOR UNRESTRICTED CERTIFIED COPY
OF A DEATH RECORD** (\$15.00 general public or \$10.00 government agencies only).
PLEASE REVIEW THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING



1	<p>Death Certificate Information: Number of copies requested: _____</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle Last </div> </p> <p>Date of Death: _____ City of Death _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Month, Day, Year </div> </p> <p>Father's Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle Last </div> </p> <p>Mother's Maiden Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle Last </div> </p>
2	<p>Applicant Information:</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle Last </div> </p> <p>Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Number and Street City State Zip Code </div> </p> <p>Mailing Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> If different than above Number and Street City State Zip Code </div> </p> <p>Telephone Number: (____) _____ With Area Code</p>
3	<p>To obtain an Unrestricted Certified Copy you must be authorized under section 103526 of the Health and Safety Code. Please review the reverse side of this application to determine which section applies and check the appropriate box below</p> <p> <input type="checkbox"/> 103526(c)(1) <input type="checkbox"/> 103526(c)(2) <input type="checkbox"/> 103526(c)(3) <input type="checkbox"/> 103526(c)(4) </p> <p> <input type="checkbox"/> 103526(c)(5) <input type="checkbox"/> 103526(c)(6) </p>
4	<p>I, _____ swear under penalty of perjury that I am an authorized person, as <div style="display: flex; justify-content: center; margin-left: 100px;"> Printed Name </div> defined in California Health and Safety Code Section 103526(c), and am eligible to receive a certified copy of the death record identified on this application form. Sworn this ____ day of _____, _____, at _____ Signature: _____</p>
5	<p>Certificate of Acknowledgement State of _____ County of _____</p> <p>On _____ before me, _____ <small>Notary Public</small>, personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. WITNESS my hand and official seal.</p> <p>_____ Signature (seal)</p> <p>Office use only: Reel/Image _____ Certificate # _____ Paper # _____ Deputy _____</p>

INSTRUCTIONS TO COMPLETE WRITTEN APPLICATION FOR UNRESTRICTED CERTIFIED COPY OF A DEATH RECORD

1	Death Certificate Information: Print or type number of copies requested Print or type name of registrant Print or type date of death Print or type city of death Print or type father's name Print or type mother's maiden name
2	Applicant Information: Print or type name of person ordering copy Print or type address of person ordering copy Print or type mailing address of person ordering copy, if different then address above Print or type telephone number of person ordering copy, including area code
3	Using the list below check the box next to the code section in item 3 on the front of this application that authorizes you to obtain an unrestricted certified copy of a death record: 103526(c)(1) The registrant or a parent or legal guardian of the registrant 103526(c)(2) A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the death record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. 103526(c)(3) A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business 103526(c)(4) A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant 103526(c)(5) An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate 103526(c)(6) Any funeral director who orders certified copies of a death certificate on behalf of any individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code
4	DO NOT COMPLETE THIS PART UNTIL YOU ARE WITH THE NOTARY PUBLIC WHO WILL PREPARE THE CERTIFICATE OF ACKNOWLEDGEMENT IN ITEM 5. Section 103526 of the California Health and Safety Code requires anyone requesting an unrestricted certified copy of a death record to complete and sign a sworn statement under penalty of perjury.
5	Certificate of Acknowledgement Complete items 1 to 3 on the front of this application then bring to a notary public. Complete and sign the sworn statement in item 4 in front of the notary public. Request the notary acknowledge your signature in the sworn statement in item 4. Mail the original application with the appropriate fee (\$15.00 general public or \$12.00 government agencies only). To: Contra Costa County Recorder P.O. Box 350 Martinez, CA 94553