



MARC C. TONNESEN
 COUNTY ASSESSOR/RECORDER

**SOLANO COUNTY ASSESSOR/RECORDER
 WRITTEN APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD**

OTICE: Orders received by mail must be accompanied by the attached sworn statement (see instructions).

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of birth records. Those who are not authorized by law to receive a certified copy shall receive a certified copy marked **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."** Please indicate whether you would like a Certified Copy or an Informational Copy.

I would like a **Certified Copy** of the record identified on the application form. *(In order to receive a Certified Copy, you must indicate your relationship to the person named on the application form by selecting from the list below.)*

I would like an **Informational Copy** of the record identified on the application form *(You are not required to select from the list below in order to receive an Informational Copy.)*

I am: (After you checked the appropriate box, please circle the title which pertains to you, such as "child" or "legal guardian".)

- The registrant or a parent or legal guardian of the registrant.
- A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- 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.

STOP! DO NOT complete the rest of this form before reading the instruction sheet.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

PLEASE ENCLOSE \$30.00 PER COPY REQUESTED

Printed Name of Person Completing Application		Today's Date	Telephone Number – Area Code First ()	
Address – Number, Street		City	State	ZIP Code
Name of Person Receiving Copies, if Different From Above		No. of Copies	Amount Enclosed	E-mail Address
Mailing Address for Copies, if Different From Above		City	State	ZIP Code

Signature of Person Completing Application: _____

BIRTH INFORMATION (PLEASE PRINT OR TYPE)

Name On Birth Certificate – First (Given)		Middle	Last (Family)
Date of Birth – Month, Day, Year		Place of Birth – County and City or Town	
Mother's Maiden Name			



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**SOLANO COUNTY ASSESSOR/RECORDER
VITAL RECORDS DIVISION**

INSTRUCTIONS

1. If you are requesting a certified **Informational Copy**, complete only the Applicant Information and registrant Information portions of this form. If you are requesting a regular **Certified Copy**, complete the entire form.
2. If you submit your order in person, you must sign a sworn statement in the presence of Office of Vital Records staff. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. **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 birth certificate you wish to obtain and your relationship to that individual**
3. Use a separate application form for each different record of birth for which you are requesting a certified copy (if submitting your request by mail, remember to identify each certificate requested on the sworn statement).
4. Complete the **Applicant Information** section and provide your signature where indicated. Give all the information you have available to identify the record in the spaces provided. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
5. Submit **\$30** for **each** certified copy requested. If no record of the birth is found, the **\$30** fee shall be retained for searching as required by statute and a Certificate of No Public Record will be issued. If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a **personal check preprinted with CURRENT name and address, money order or cashier's check. Make check or money order payable to "Vital Records"**. Mail this application with the fee(s) to:

Solano County Assessor/Recorder
Recorder Division-Vital Records
675 Texas Street, Suite 2700
Fairfield CA 94533-6338.

6. For more information call Solano County Assessor/Recorder's Office, Vital Records at (707) 784-6294.
7. We only have Solano County events. Adoptees, and others with legal name changes may not be available in this office. You may contact: State Office of Vital Records-M.S. 5103, PO Box 997410, Sacramento, CA 95899-4710; (916)445-2684



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**SOLANO COUNTY ASSESSOR/RECORDER
 SWORN STATEMENT**

I, _____, swear under penalty of perjury under the laws of the State of California,
 (Printed Name)

that I am an authorized person, as defined on Page one (1) of this request and am eligible to receive a certified copy of the birth record of the following individual(s):

Name of Person Listed on Certificate	Relationship to Person Listed on Certificate

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 (Date and Place)

 (Signature)

Note: If submitting your order by mail, you must have your sworn statement notarized using the Certificate of Acknowledgment below. (Law enforcement and local and state government agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual, who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, before me, _____, Notary Public,

personally appeared _____, who proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they

executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),

or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.
 (NOTARY SEAL)

 NOTARY SIGNATURE