INSTRUCTIONS FOR REQUESTING A COPY OF A BIRTH OR DEATH RECORD

- 1. Check which type of copy you are requesting:
 - a. <u>For **Authorized Certified Copies**</u>: You must complete the entire Application form, including the *Certificate of Identity Statement* (see instructions below).
 - b. <u>For **Informational Copies**</u>: You are only required to complete the Applicant and Registrant information sections of the application. The *Certificate of Identity Statement/Certificate of Acknowledgment* is not required for an Informational copy.
- 2. "I am:" Section: Check the box that pertains to your relationship to the Registrant (person named on the certificate).
- 3. <u>Certificate of Identity Statement/Certificate of Acknowledgment</u> (same page): If you submit your request by mail, you must complete and sign the sworn *Certificate of Identity Statement* in the presence of a Notary Public and the Notary Public must complete the *Certificate of Acknowledgment* (lower part of page) before mailing your request.

PLEASE NOTE: Only one notarized *Certificate of Identity Statement/Certificate of Acknowledgment* is required for multiple certificates requested at the same time; however, the *Certificate of Identity Statement* must include the name of each individual whose birth/death certificate you wish to obtain and your relationship to that individual. The front portion of the application must be completed for each individual you are requesting birth/death certificate copies for.

- 4. **Fees:** Fees may be paid by cash, money order, debit or credit card in the Clerk-Recorder's Office. Mail requests must be paid by cashiers check, postal or bank money order (International Money Order only for out-of-country requests) and made payable to Merced County Clerk-Recorder.
 - a. Fees for copies or searches of Birth Certificates: \$25 for each copy or search*
 - b. Fees for copies or searches of Death Certificates: \$21 for each copy or search*

- 5. **Internet Orders:** May be placed online through www.vitalchek.com. An additional fee of \$7 is charged by VitalChek for use of this service. Carefully follow all instructions from the VitalChek website when placing your order.
- Mail Requests: Mail completed application, Certificate of Identity Statement/Certificate of
 Acknowledgment (one page), appropriate fees, and a self-addressed stamped envelope to: Merced County
 Clerk-Recorder, 2222 M Street, Merced CA 95340.

^{*}If no record is found the fee is retained for the search effort (as required by statute).

County of Merced Office of the Clerk-Recorder

APPLICATION FOR CERTIFIED COPY OF BIRTH OR DEATH RECORD

				ssenger must incl executed before a							
birth or death re marked "INFO	ecords. Tho	se who	are not au	103526, permits only athorized by law to rapid the DOCUMENT fied Informational Communication	receiv T TC	ve an Authoriz ESTABLIS	zed	Certified Co	py will r	eceive a cei	rtified copy
identified Authorized the person	on the appl d Certified named on	ication Copy, yo the app	form. (In ou must i plication	Copy of the record order to receive an indicate your relation form by selecting froate on the BACK S	om t	the the the	e red ou d r red		ed on the ired to se mplete th	application lect from the e back side	n form. ne list below of this form in
I am:	<u> </u>										
	ant (person	named	on the cer	tificate) or a parent	or le	gal guardian o	of th	e registrant.			
				a result of a court or irements of Section						gency seek	ing the birth
A member of conducting			ent agency	or a representative	of ar	nother govern	men	tal agency,	as provid	ed by law,	who is
☐ A child, gra	ındparent, ş	grandchi	ild, siblin	g, spouse, or domest	tic pa	artner of the re	egist	rant (person	named o	on the certif	ficate).
				person named on the						y person oi	agency
	icate on be	half of a		hment, acting within ual specified in para							
Attention: F	Read acco	ompan	nying in	structions befor	e co	ompleting t	his	form.			
				PRINT OR TYPE)							-
		e of Pers	son Comp	leting Application		Today's Dat	te =	# Copies	()	one Number	r – Area Code First
Address – Numbe	r, Street					City			State		ZIP Code
Name/Address of	Person Rec	ceiving	Copies, If	Different From Ab	ove	City			State		ZIP Code
REGISTRANT I	NFORMA	TION	(PLEASE	PRINT OR TYPE))	1					<u> </u>
Name on Certifica			Middle		Las	st					Sex
BIRTH CERT	Date of B	irth			Pla	ce of Birth –	City	or Town, S	State		
	Father's F	irst and	Last Nan	ne	Mo	other's First an	nd M	Iaiden Name	e		
DEATH CERT	Date of D	eath (O	r period o	f years to search)	Pla	ce of Death –	Cit	y or Town,	State		
					\For C	Official Hea On	1/4///	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Type of Certificate Birth Death		hecked B				ered By		te Delivered		Type Issue	d
Certificate #				Bond Paper #						DL/ID #	

CERTIFICATE OF IDENTITY STATEMENT

and engine to receive an Aumorized certained copy of a	he birth or death record of the following individual(s):
me of Person Listed on Certificate (Registrant)	State Your Relationship to the Person Listed on Certificat
(Day) (Month)	(City) (State)
	(Signature)
CERTIFICATE OF	ACKNOWLEDGMENT
e of	
nty of	personally appeared
On, before me,	, personally appeared nd title of officer authorized to take acknowledgments)
On, before me,(printed name an	, personally appeared nd title of officer authorized to take acknowledgments) who proved to me on the basis of satisfactory evidence to be the
On, before me,(printed name an(print name of person)	nd title of officer authorized to take acknowledgments)
On, before me,	and title of officer authorized to take acknowledgments) who proved to me on the basis of satisfactory evidence to be the
On, before me,	who proved to me on the basis of satisfactory evidence to be the in instrument and acknowledged to me that he/she/they executed that by his/her/their signature(s) on the instrument, the person(s),
On, before me,	who proved to me on the basis of satisfactory evidence to be the in instrument and acknowledged to me that he/she/they executed that by his/her/their signature(s) on the instrument, the person(s),
On, before me,	who proved to me on the basis of satisfactory evidence to be the in instrument and acknowledged to me that he/she/they executed that by his/her/their signature(s) on the instrument, the person(s),