

Eligibility & Requirements (continued)

license to establish a direct line to the registrant.

3) **Guardian** - one who has legal custody or control of a minor child. Guardian must provide a **certified copy** of the court order establishing guardianship and legal custody.

4) **Attorney** - must represent an immediate family member, and:

▶ provide a notarized letter on letterhead signed by the attorney

▶ provide bar number indicating reason for the request and whom they represent,

▶ provide supporting documentation with the fee.

▶ In the event of an adoption, the attorney must also provide a notarized release from the biological mother.

7) **City, County, State or Federal Government Officials** - must provide the reason for the request and submit a copy of his/her government picture identification.

8) **Genealogy** - a family member or relative of the registrant engaged in research for genealogical purposes who provides proof of relationship to the registrant.



BIRTH CERTIFICATES

In addition to obtaining birth certificates at the State Office of Vital Records, you may obtain certified copies of most birth certificates for births that occurred from 1950 to present at the Maricopa County Office of Vital Records in Phoenix and the Pima County Office of Vital Records in Tucson. Beginning August 2004, you may also be able to obtain birth certificates in some of the other counties. Contact your local county health department or the State Office of Vital Records for more information.

Arizona Vital Records has birth records **ONLY** for births that occurred in Arizona. If you need a certified copy of a birth certificate from another state, you must contact that state's vital records office.

ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

Street Address:

1818 West Adams
Phoenix, AZ 85007

Mailing address:

P.O. Box 3887
Phoenix, AZ 85030

Phone:

(602) 364-1300

Website:

www.azdhs.gov



ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

How to Apply for an Arizona Birth Certificate

Why Should You Apply for a Birth Certificate Early?



The Office of Vital Records encourages parents to apply for a birth certificate soon after the birth of a child for the following reasons:

- 1) A birth certificate is required to enroll your child in school. If you wait until your child is ready to start school to obtain a copy of the birth certificate, you might have to wait in long lines at the Office of Vital Records and the child's birth certificate may not be received before the child starts school.
- 2) A birth certificate can be used to obtain a Social Security card for your child.
- 3) A birth certificate is required when applying for most public assistance programs.

**How to Apply for an Arizona
Birth Certificate
(Eligibility & Requirements)**

HOW TO APPLY

1) **In Person** - the Office of Vital Records is located at 1818 W. Adams, Phoenix, AZ. The hours of operation are from 8:00am to 5:00pm Monday-Friday. However you must arrive prior to 4:00pm to receive a number to be served. Free parking for customers is located on the first floor of the parking garage on Monroe and 18th Avenue. Same day service is provided for births that occurred from 1990 to present, which do not require a correction, and the fee is \$10.00 each. For births that occurred prior to 1990, the fee is \$15.00 and same day service is provided for

HOW TO APPLY (CONT)

emergencies only with supporting documentation or the certificate will be mailed within 7-10 days. You must bring with you a valid government issued picture identification which includes signature, such as a driver's license. Proof of relationship and/or documentation to prove legal interest is required, if applicable. (see **Eligibility and Requirements**)

2) **By Mail** - mail your request with your signature notarized or include a copy of your valid government issued picture identification, which includes signature. Indicate your relationship to the registrant. Please provide proof of relationship or proof of legal interest with supporting documentation (see Eligibility and Requirements listed below) and a money order of \$10.00 or \$15.00 per copy. Mail your request to Office of Vital Records, P.O. Box 3887, Phoenix, AZ 85030.

3) **By Fax** - Information for expedited services may be obtained on the Internet at www.vitalchek.com or you may call 1-800-255-2414. This service is provided for **credit card purchases only**. The fee for expedited services is \$27.00 returned federal express in addition to the cost of the certificate.

Eligibility & Requirements

1) **Self** - the person named on the birth certificate. Must have a government issued photo identification.

Eligibility & Requirements (continued)

2) **Family member** - means:

- ▶ A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin.
- ▶ The natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin of the person's spouse.
 - a. **Mother** - must provide valid government issued picture identification which includes signature.
 - b. **Father** - must be listed on the record as the father or must prove legal interest and provide valid government issued picture identification which includes signature.
 - c. **Spouse** - a copy of the marriage certificate is required, a photo copy of spouse's picture identification, which includes signature, with a notarized letter from spouse giving permission
 - d. **Sister, Brother, or Adult Child** - must provide proof of relationship by providing a copy of his/her birth certificate listing one of the same parents, along with his/her valid government issued picture identification which includes signature.
 - e. **Grandparent** - must provide proof of relationship such as the birth certificate of the registrant's parent.
 - f. **Grandchild, Aunt, Uncle, First or Second Cousin** - must provide proof of relationship with copies of birth or death records and/or marriage (cont)