



MAIL ORDERS TO:
 Clark County Vital Records
 P.O. Box 9825
 Vancouver, WA 98666

BIRTH CERTIFICATE MAIL ORDER FORM

**CHECKS/MONEY ORDERS
 PAYABLE TO:**
 Clark County Vital Records
(NO REFUNDS)

Washington State Births Only (1907-Present)

APPLICANT INFORMATION	NAME OF PERSON/COMPANY ORDER CERTIFICATE(S):					
	ADDRESS TO SEND CERTIFICATES TO (STREET ADDRESS REQUIRED FOR UPS ORDERS):					
	CITY:		STATE:		ZIP CODE:	
	DAYTIME TELEPHONE NUMBER:		E-MAIL ADDRESS:			
To receive a birth certificate, you MUST indicate your relationship to the certificate holder listed below and sign the sworn statement that you are authorized to receive the certificate under the RCW.						
SELECT RELATIONSHIP TO CERTIFICATE HOLDER:	<input type="checkbox"/> SELF (RCW 70.58A)	<input type="checkbox"/> PARENT	<input type="checkbox"/> SIBLING	<input type="checkbox"/> GREAT GRANDPARENT	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE	
	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> GRANDPARENT	<input type="checkbox"/> LEGAL GUARDIAN	<input type="checkbox"/> GOVERNMENT AGENCY	
	<input type="checkbox"/> CHILD	<input type="checkbox"/> STEPCCHILD	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> COURTS	
BIRTH RECORD DETAILS	CERTIFICATE HOLDER FULL FIRST NAME(S):		CERTIFICATE HOLDER FULL MIDDLE NAME(S):		CERTIFICATE HOLDER FULL LAST NAME(S):	
	DATE OF BIRTH:		CITY OF BIRTH:		COUNTRY OF BIRTH:	
	PARENT/MOTHERS FULL FIRST NAME(S):		PARENT/MOTHERS FULL MIDDLE NAME(S):		PARENT/MOTHERS FULL LAST NAME(S) (MAIDEN LAST NAME(S)):	
	PARENT/FATHERS FULL FIRST NAME(S):		PARENT/FATHERS FULL MIDDLE NAME(S):		PARENT/FATHERS FULL LAST NAME(S):	
	Grand Total for Order: \$					

Fees (Check Box(es) to select order type and then enter quantity)						Payment Information	
Number of Certified Copies		x	\$25.00	=		Credit Card Number:	
Number of Informational Copies <small>(Cannot be used for legal purposes)</small>		x	\$25.00	=		Expiration Date: CVV:	
Order Fee	1	x	\$10.00	=	\$10.00		
Shipping Fees (Check Box to select shipping)						Name & Billing Address:	
U.S. Mail Delivery		x	\$5.00	=			
UPS Delivery		x	\$15.00	=			
UPS Next Business Day		x	\$40.00	=			

IMPORTANTNOTE:
 As per RCW 70.58a, refunds will not be issued if; the application contains missing or incorrect information, there is no record found, or the required identity documentation and requirements are not met.

NOTE: Shipping charges and order fee apply per order not per certificate.

- I have included a copy of my identity document(s), my proof of eligibility document(s), and the required nonrefundable fee. See instructions for more information
- By signing this form, I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

SIGNATURE OF APPLICANT _____ DATE SIGNED: (MM/DD/YYYY)

For Office Use Only	
Type of Payment:	Money Order/Check #:
<input type="checkbox"/> Cash	Amount Recorded:
<input type="checkbox"/> Money Order/Check	Invoice Number:
<input type="checkbox"/> Credit/Debit Card	Certificate Number(s):

Instructions for Birth Certificate Order Form

Carefully read these instructions before completing and submitting the Birth Certificate Order Form. Chapter 70.58ARCW and Chapter 246-491 WAC requires all applicants to be a qualified applicant, provide identity and proof of eligibility documentation, and provide required information to order a birth certificate.

Checklist for completing the Birth Certificate Order Form:

- Complete all fields on the birth certificate order form, sign, and date
- A copy of your identity document(s)
- A copy of your proof of eligibility document(s)
- Payment in form of check, money order, credit card.
- Send the order form, all documents, and non-refundable payment to:

Clark County Vital Records
P.O. Box 9825
Vancouver, WA 98666

What is a qualified applicant?

A qualified applicant is a person who is eligible to receive certificate.

Who are the qualified applicants for a birth certificate?

Qualified applicants for a birth certificate are:

Self, Spouse/Domestic Partner, Child, Parent, Stepparent, Stepchild, Sibling, Grandparent, Grandchild, Great Grandparent, Legal Guardian, Legal Representative, Authorized Representative, or Government Agency or the Courts (only for official duties).

Are you one of the qualified applicants listed above to the birth certificate you are requesting?

If yes, continue. You will need to provide identity and proof of eligibility documentation.

****If you are not one of the listed above, STOP. You will not receive a WA State birth certificate****

What is proof of eligibility documentation?

Proof of eligibility documentation are documents that link you to the requested birth certificate.

1. If you are listed on the record and your identity documentation sufficiently links you to the record (i.e., self or parents), your proof of eligibility requirement is met.
2. If you are not listed on the record or your identity documentation doesn't sufficiently link you to the record, you must provide additional documentation to prove eligibility.

What documents will Clark County Vital Records accept to prove eligibility?

We will accept the following documents to prove eligibility:

- Copies of vital records such as certifications of birth, death, marriage, and divorce from this or another jurisdiction that link you to the requested record
- Copies of certified court orders from a court of competent jurisdiction linking you to the record (i.e., legal guardian)
- Document or letter from a government agency or courts stating the certification will be used in the conduct of official duties (for government and court officials only)

What identity documentation will Clark County Vital Records accept?

We will accept a copy of:

- One government issued identity document (must contain photo, full name, and date of birth) that is current or expired less than 60 days; or
- If you do not have a government issued identity document, then **at least two** alternate documents from the alternate list. The alternate documents must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph.

What information is required?

The following information is required as it appears on the birth certificate:

- First, middle, and last name of the subject of the record
- First and last name of all parents listed on the record
- Date of birth (month, day, year)
- City or county where the birth occurred

What if I cannot provide the required documents to prove eligibility, do not have identity documents from the acceptable list, or know the required information?

If you are unable to meet the requirements, you may submit a request for an exception. This process allows the applicant to explain why you are unable to provide the required documentation or information.

What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Ex. John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98502). If filling in the form by hand, please print clearly to avoid delay in processing.

What form of payment is accepted?

We accept checks, money orders and credit cards for requests **mailed** to Clark County Vital Records. Make sure your check or money order is made payable to Clark County Vital Records. Payment must be made in full to process the order.

Payment includes:

Number of certificates x \$25.00 each

\$10.00 order fee

and a shipping charge of \$5.00, \$15.00 or \$40.00.

Important note: NO REFUNDS will be given if a record could not be located or the documentation you provided did not prove you were eligible to receive a birth certificate.