

How to Apply for an Arizona Birth Certificate

The Office of Vital Registration 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 Registration 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.

Eligibility & Requirements

- 1) **In person** – the Office of Vital Registration is located at 3221 N. 16th St., Ste 101 in Phoenix, AZ. The hours of operation are from 8:00am to 4:30pm Monday-Friday. Same day service is provided for births that occurred from 1950 to the present, which do not require a correction, and the fee is \$20.00 each. For births that occurred prior to 1990, our records only indicate partial information, which is not valid for passport or military purposes. 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 notarized signature or include a copy of your valid government issued picture identification, which includes your signature. Indicate your relationship to the registrant; provide proof of relationship or proof of legal interest with supporting documentation (see Eligibility and Requirements listed below) and payment of \$20.00. If paying by check, please include a photocopy of the check writer's valid identification. Mail your request to Maricopa County Office of Vital Registration, P.O. Box 2111, Phoenix, AZ 85001

Eligibility & Requirements

- 1) **Self**-the person named on the birth certificate. *Must have a valid government issued photo identification which contains a signature or have signature notarized on application.
- 2) **Family member** – means: A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister.

- 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 photocopy of the spouse's picture identification, which includes signature, with a notarized letter of permission from the spouse. If a spouse is applying for a deceased spouse's birth certificate he/she must provide a copy of the marriage certificate and one document that establishes their legal need for the certificate.
- d. **Adult Sister or Brother** – Must be at least 18 years of age or provide proof of emancipation (order of emancipation or marriage certificate). Must prove relationship by providing a copy of his/her birth certificate listing one of the same parents, or an original certified copy of a Tribal Affidavit of Birth or if born in Arizona a search can be done for certificates from 1950 to present to verify the applicant has at least one parent in common with the registrant. *A valid government issued picture identification, which includes signature or have signature notarized on application.
- e. **Grandparent** – must provide proof of relationship such as the birth certificate of their child, (the parent named on the registrant's birth certificate), if the grandparents child (mother of father named on the registrant's birth certificate) was born in Arizona a search can be done to verify this information if born after 1950. *Must also provide a valid government issued photo identification or have signature notarized on the application.
- f. **Adult Child** – must be at least 18 years of age or provide proof of emancipation (order of emancipation or marriage certificate), produce a copy of his/her birth certificate which names the registrant as the parent of the applicant, or an original certified copy of a Tribal Affidavit of Birth, or if the adult child was born in Arizona a search can be done to verify this information if born after 1950. *Must also provide valid government photo identification or have signature notarized on the application.

- 3) **Guardian of a Minor** -copy of the permanent 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

- 5) 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 or retainment letter from the biological mother.
City, County, State or Federal Government Officials – must provide the reason for the request on letterhead and submit a copy of his/her government picture identification.

BIRTH CERTIFICATES

In addition to obtaining birth certificates at the Maricopa County Office of Vital Registration, you may obtain certified copies of most birth certificates from the Arizona Office of Vital Records. 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.

If you need a certified copy of a birth certificate from another state you must contact the state in which the event occurred.

***Note without a valid government photo identification which meets the required standards. Same day service can not be provided. All notarized applications will be mailed to the applicant, to the address indicated on the application.**

An applicant presenting documents from a foreign country as proof of relationship or legal interest must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents if it is in a language other than English or Spanish.

SEND MAIL REQUESTS TO:

**OFFICE OF VITAL REGISTRATION
PO BOX 2111
PHOENIX, AZ 85001**



Maricopa County
Department of Public Health



MARICOPA COUNTY
OFFICE OF VITAL REGISTRATION
3221 N. 16th ST., #101
PHOENIX, AZ 85016

8:00 AM - 4:30 PM
TEL (602) 506-6805

**HOW TO APPLY FOR A
BIRTH CERTIFICATE**