

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR AN
INFORMATIONAL CERTIFIED COPY OF A BIRTH (\$34.00 PER COPY) OR
DEATH CERTIFICATE (\$26.00 PER COPY) in ALAMEDA COUNTY**

1	<p>Birth or Death Certificate Information:</p> <p>Indicate if you are requesting Birth or Death records by entering B or D for Type of Certificate. Print or type number of copies requested. Print or type name of registrant/decedent. Print or type date of birth/death. Print or type city of birth/death. Print or type mother's maiden last name (birth certificates ONLY).</p>
2	<p>Applicant Information:</p> <p>Print or type name of person ordering copy. Print or type mailing address where the copy is to be sent.</p> <p>We may need to contact you regarding your certificate order. Print or type telephone number of person ordering copy, including area code. Print or type email address.</p>
3	<p>If you need a certified copy to obtain a driver's license, passport, or to register for insurance coverage, then an informational certified copy of a birth or death record may not be adequate for your needs. Please refer to information on unrestricted certified copies.</p>
4	<p>Applicant signs and dates application in the appropriate spaces.</p>

NOTE: When ordering by mail, send original application and appropriate fees with check payable to:

Alameda County Clerk-Recorder
1106 Madison Street
Oakland, CA 94607 Telephone: 510.272.6362 Fax: 510.208.9957

**APPLICATION FOR INFORMATIONAL CERTIFIED COPY
OF A BIRTH (\$34.00) OR DEATH (\$26.00) RECORD in ALAMEDA COUNTY**
PLEASE REVIEW THE INSTRUCTIONS BEFORE COMPLETING THE FORM

1	<p><u>Certificate Information</u> Type of Certificate (B/D) _____ Number of copies wanted: _____</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Last First </div> </p> <p>Date of Birth/Death: _____ City of Birth/Death: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Month, Day, Year </div> </p> <p>Mother's Maiden Name (Birth Only): _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Last </div> </p>
2	<p>Applicant Information:</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Last First </div> </p> <p>Home Address: _____ (P.O. Box not acceptable) Number and Street (Including APT #) City State Zip Code</p> <p>Shipping Address: _____ (If Different from home) Number & Street (Including APT#) City State Zip Code</p> <p>Telephone Number: _(____)_____ Email Address: _____</p>
3	<p>Anyone may obtain an informational certified copy of a birth or death record. The record is for informational purposes only and may not be used to establish identity. Informational copies will have a stamp across the face of the document with the words.</p> <p>“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY”</p> <p>If you need a certified copy to obtain a driver’s license, passport, or to register for insurance coverage, an informational certified copy of a birth or death record may not be adequate.</p>
4	<p>APPLICANT SIGNATURE: _____ DATE: _____</p> <p>Office use only: Reel/Image _____ Certificate # _____ Paper # _____ Deputy _____</p> <p align="right">Received: _____</p>