



APPLICATION FOR A BIRTH, DEATH AND/OR MARRIAGE CERTIFICATE

Imperial County can only issue birth, death or marriage certificates for events occurring in Imperial County. Newborn certificates are available approximately four weeks from the birth date. State law requires this office to issue two different types of certified copies to requesters: **authorized** and **informational**. Both types are certified copies of the original document on file with our office.

INSTRUCTIONS: All sections must be completed in their entirety. If no record of the event is found, the fee will be retained for searching as required by statute and a “Certificate of No Record” will be issued. No refunds or exchanges will be made once the search and the copy (s) have been issued.

If applying in person: Indicate type of certificate requested, complete the application and **DO NOT SIGN** the sworn statement below until asked to do so by a member of our staff. *Sworn statement is not required for INFORMATIONAL CERTIFICATES.*

If applying by mail: Indicate type of certificate requested, complete the application and sign the sworn statement. A notary public must acknowledge your signature on the sworn statement. The notary acknowledgement shall be taken by a United States notary public and shall be sufficient in accordance with the laws of the state where the acknowledgment is made. Processing time is between seven to ten business days.

Provide all the information possible for the identification of the record. If the information furnished is incomplete or inaccurate, it may be impossible to locate the record.

PAYMENT OPTIONS:

Walk-in customers: cash, check or money order. All debit or credit card orders are subject to an additional card use fee.

Mail orders: check, money order made payable to “Imperial County Clerk/Recorder”. Mail this application notarized with payment to the *Imperial County Clerk/Recorder Office, 940 W. Main Street, Suite 202, El Centro, CA 92243.*

Online orders: Imperial County Clerk/Recorder does not accept online orders; however, for your convenience, you can process online requests through VitalChek Network, Inc, an independent company authorized by Imperial County to provide you with this service. VitalChek can be reached through its website, *www.vitalchek.com*. VitalChek charges an additional, non-refundable, processing fee for using this service. All VitalChek applicants will be required to fax a **sworn statement and notarized certificate of acknowledgement** for orders to be processed. Other internet vendors are not authorized by Imperial County and may charge additional fees without providing County-approved services.

BIRTH Certificate \$32.00 **BIRTH Certificate – Government Agency \$25.00 – (*ONLY when requested by representative of Governmental agency).**

BIRTH RECORD INFORMATION – Complete below to the best of your knowledge (Please Print or Type).		
First Name	Middle Name	Last Name
City or Town of Birth	Full Maiden Name of Mother	Full Name of Father
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Number of Copies Requested

DEATH CERTIFICATE \$24.00

DEATH RECORD INFORMATION – Complete below to the best of your knowledge (Please Print or Type).		
First Name	Middle Name	Last Name
City or Town of Death	Full Maiden Name of Mother	Full Name of Father
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Death	Number of Copies Requested

MARRIAGE Certificate \$17.00 **CONFIDENTIAL Marriage Certificate \$17.00** **MARRIAGE Certificate *Government Agency \$12.00**

MARRIAGE LETTER OF NO RECORD \$17.00 Imperial County indices to be searched from year _____ to year _____.

MARRIAGE RECORD INFORMATION – Complete below to the best of your knowledge (Please Print or Type).		
First Name – First Person	Middle Name	Last Name before Marriage
First Name – Second Person	Middle Name	Last Name before Marriage
County of Marriage License Issuance	Date of Marriage	Number of Copies Requested

APPLICANT INFORMATION – Person requesting Certificate (Please Print or Type).

Relationship to Certificate Holder (circle one) Self, parent, grandparent, sibling, spouse, child, grandchild, attorney, funeral home, Government Agency, other (explain): _____				
Name of Person Requesting Record _____				
Mailing Address	City	State	Zip Code	Daytime Phone Number

SECTION BELOW FOR OFFICIAL USE ONLY				
Book	Page	Amendment	# of Copies	Processed By
Type of ID	ID Number	Certificate #	Date Processed	





CHUCK STOREY – Imperial County Clerk/Recorder

940 W. Main Street, Suite 202, El Centro, CA 92243

Telephone: (442)265-1075 Fax: (442) 265-1091 www.recorder.imperialcounty.org

An **authorized** copy establishes the identity of the registrant (individual (s) named on the certificate). **Persons requesting an authorized copy must sign a statement, under penalty of perjury**, that they are an "authorized person" as defined by Section 103526(c) of the Health and Safety Code. An **informational** copy cannot be used for identity purposes. The certificate bears a legend across the face of the document, stating, *"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY"*. Informational copies should not be purchased in order to obtain a driver's license, social security card, state identification card, passport or for insurance claims or coverage.

For copies of birth, death and marriage certificates for events not occurring in Imperial County, you must contact the county in which the event is registered or contact the California Department of Public Health Vital Records Section – M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Phone number (916) 445-2684.

The following individuals are entitled to an authorized certified copy described in Health and Safety Code Section 103526:

- The registrant or a parent or legal guardian of the registrant.
- A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. Companies representing a government agency must provide authorization from the government agency.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (Requests under Power of Attorney require a copy of the Power of Attorney).
- For Death Certificate ONLY: An agent or employee of a funeral establishment, acting within the scope of employment and on behalf of persons specified in Section 7100 (a) (1) – (8) of the Health and Safety Code.
- For Death Certificate ONLY: Any individual described in paragraphs (1) to (8), inclusive, of subdivision (a) Sections 7100 of the Health and Safety Code.

<input type="checkbox"/> Informational Copies – I agree not to use the record (s) obtained from this application or any thereof for fraudulent purposes.		
<input type="checkbox"/> Certified Copies – I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify under Penalty of Perjury under the laws of the State of California that the foregoing is true and correct.		
Print Name	Signature	Date

IMPORTANT: If you are submitting your application by mail and you are requesting an authorized certified copy of a birth, death or marriage record, your signature must be acknowledged by a United States notary public.

CERTIFICATE OF ACKNOWLEDGMENT	
<p>A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness accuracy or validity of that document.</p>	
State of _____	} ss
County of _____	
On _____ before me _____	Notary Public, personally appeared
<small>Date</small>	<small>Name and title of the officer</small>
<p>_____, who proved to me on the basis of satisfactory evidence to be the person (s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature (s) on the instrument the person (s), or the entity upon behalf of which the person (s) acted, executed the instrument.</p>	
<p>I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.</p>	
<p>Witness my hand and official seal</p>	
_____ Notary Signature	Seal