



**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.

**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 acknowledgment 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.

All certificates are delivered via standard regular mail. This service **does not** include tracking. The County of Imperial is not responsible for the delivery of mail by the United States Post Office or any other delivery service. The County is not responsible for certificates lost, stolen or delayed in the mail. If you require a trackable delivery service, please include a pre-paid, self-addressed envelope with a tracking number when submitting your application.

**PAYMENT OPTIONS:**

**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. (\*ONLY when requested by representative of gov't agency.)*

<b>BIRTH CERTIFICATE INFORMATION – Complete below to the best of your knowledge (Please Print or Type).</b>				
<input type="checkbox"/> Birth Certificate \$32.00		<input type="checkbox"/> Birth Certificate (*Gov't Agency \$25.00)		
First Name	Middle Name	Last Name		
City/Town of Birth	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Full Maiden Name of Mother	Full Name of Father	Number of Copies Requested		
<b>DEATH RECORD INFORMATION - Complete below to the best of your knowledge (Please Print or Type).</b>				
<input type="checkbox"/> Death Certificate \$24.00				
First Name	Middle Name	Last Name		
City of Death	Date of Death	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Full Maiden Name of Mother	Full Name of Father	Number of Copies Requested:		
<b>MARRIAGE RECORD INFORMATION – Complete below to the best of your knowledge (Please Print or Type).</b>				
<input type="checkbox"/> Marriage Certificate \$17.00 <input type="checkbox"/> Public <input type="checkbox"/> Confidential		<input type="checkbox"/> Marriage Certificate (*Gov't Agency \$12.00)		
<input type="checkbox"/> Marriage Letter of No Record \$17.00 Imperial County indices to be searched from year _____ to year _____.				
First Name (1 <sup>st</sup> Person)	Middle Name	Last Name		
First Name (2 <sup>nd</sup> Person)	Middle Name	Last Name		
County of Marriage License Issuance	Date of Marriage	Number of Copies Requested:		
<b>APPLICANT INFORMATION – Person requesting Certificate (Please Print or Type).</b>				
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
Email				

**SECTION BELOW FOR OFFICIAL USE ONLY**

Book & Page	Amendment	ID Type/Number/Expiration Date	# of Copies
Certificate #(s)	Receipt Number	Date Processed	Processed By



**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"/> <b>Informational Copies:</b> I agree not to use the record(s) obtained from this application or any thereof for fraudulent purposes.		
<input type="checkbox"/> <b>Certified Copies:</b> 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.		
Signature	Print Name	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**

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.	
State of _____	} ss
County of _____	
On _____ before me _____	Notary Public personally appeared
<small>Date</small>	<small>Name and title of the officer</small>
_____, 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.	
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.	
Witness my hand and official seal	
Seal	
Notary Signature	