APPLICATION FOR A FLORIDA BIRTH RECORD
Florida Department of Health in Palm Beach County
Vital Statistics Department
(561) 837-5847

Read the FRONT AND BACK of this application: Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant must complete this application and provide valid photo identification, if a mail request, a copy of the valid photo identification must be provided. If applicant is not one of the above, the Affidavit to Release a Birth Certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: Driver’s License, State Identification Card, Passport, and/or Military Identification Card.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>COST</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Copy</td>
<td>$15.00</td>
<td></td>
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<tr>
<td>Additional Certified Copy</td>
<td>$10.00</td>
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<tr>
<td>Plastic Covers for Certificates</td>
<td>$3.00</td>
<td></td>
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<tr>
<td>Notary Fee (In Person Only)</td>
<td>$10.00</td>
<td></td>
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<tr>
<td>Expedite Processing (takes 3 to 5 business days to process – returned by first class mail)</td>
<td>$10.00</td>
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Note: Expedite or Overnight Processing is for mail orders, and is per order (choose only one)

TOTAL DUE: $ |

SECTION B: APPLICANT (adult requesting certificate) INFORMATION

Applicant’s Name: TYPE OR PRINT | FIRST, MIDDLE, LAST (INCLUDING ANY SUFFIX) | SIGNATURE OF APPLICANT

HOME PHONE NUMBER | ( ) |

ALTERNATE PHONE NUMBER | ( ) |

LICENSE/ BAR NUMBER | NAME OF PERSON REPRESENTED | RELATIONSHIP TO REGISTRANT

CREDIT CARD ORDERS ONLY - To be completed by credit card holder along with valid photo identification

Type: [ ] Visa [ ] MasterCard [ ] AmEx [ ] Discover | Card Number: |

Full Name on Card: First Middle Last

Cardholder's Address: Street City State Zip

Cardholder's Signature: 

In Person Only... 800 Clematis Street West Palm Beach, FL 33401

In Person Only... 225 S Congress Ave Delray Beach, FL 33445
INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

COMPUTER CERTIFICATION: computer certifications are accepted by all state and federal agencies and used for any type of travel.

A computer certification has two different formats:
1. A certification of a registered birth (2004 to present), supplies the following facts of birth: Child's Name, Date of Birth, Sex, Time, Weight, Place of Birth (City, County and Location) and Parents' Information.
2. A certification of a registered birth (1930 to 2003), supplies the following facts of birth: Child's Name, Date of Birth, Sex, County of Birth and Parents' Name.

ELIGIBILITY: Birth certificates can be issued only to:
1. Registrant (the child named on the record) if of legal age (18)
2. Parent(s) listed on the Birth Record
3. Legal guardian (must provide guardianship papers)
4. Legal representative of one of the above persons
5. Other person(s) by court order (must provide recorded or certified copy of court order)

In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

Any person of legal age may be issued a certified copy of a birth record (except for those birth records under seal) for a birth event that occurred over 100 years ago.

BIRTH RECORDS UNDER SEAL: Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in the usual manner. For a record under seal, write to:

BUREAU OF VITAL STATISTICS
ATTN: Records Amendment Section
P.O. BOX 210
Jacksonville, FL 32231-0042

REQUIREMENT FOR ORDERING: If applicant is self, parent, legal guardian or legal representative, the applicant must provide a completed application along with valid photo identification, if a mail request, a copy of the valid photo identification must be provided. If legal guardian, a copy of the appointment orders must be included with the request. If legal representative, the attorney bar number, and a notation of whom the attorney represents and that person's relationship to the registrant must be included with your request. If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for “relationship” the name of the agency. Acceptable forms of identification are the following: Driver’s License, State Identification Card, Passport and/or Military Identification Card.

If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958, 08/2010) submitted with your application for the birth record along with a copy of the registrant's valid photo identification as well as the applicant's valid photo identification.

RELATIONSHIP TO REGISTRANT: A person ordering his or her own certificate should enter "SELF" in this space. Also, explain if name has been changed; married name, name changed legally (when and where), etc. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

NONREFUNDABLE: Vital record fees are nonrefundable.

APPLICANT’S SIGNATURE: Is required, as well as his/her printed name, residence address and telephone number.

<table>
<thead>
<tr>
<th>Palm Beach Locations - In Person Only</th>
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<tbody>
<tr>
<td>800 Clematis Street</td>
</tr>
<tr>
<td>West Palm Beach, FL 33401</td>
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</tbody>
</table>

Application by mail:
Vital Statistics
P.O. Box 29
West Palm Beach, FL 33401

Internet Application:
WWW.VITALCHEK.COM/VITAL-RECORDS/FLORIDA/PALM-BEACH-COUNTY-VITAL-STATISTICS-DEPARMENT

DH 1960, 06/2013, Florida Administrative Code Rule 64V-1.0131 (Obsoletes Previous Editions)