

## ORDERING BIRTH AND DEATH CERTIFICATES

Use the same process to obtain copies of birth and/or death certificates as described below.

### In Person:

If you are an authorized individual, you may come into our office to purchase a certified birth certificate.

Office of the Assessor - County Clerk - Recorder  
Vital Records  
555 County Center, First Floor  
Redwood City, CA 94063-1665

You must complete the application form which includes a sworn statement, under penalty of perjury, in the office where the record is on file in order to receive an Authorized Certified Copy.

### By Mail:

A notarized Certificate of Identity and a completed application form signed under penalty of perjury by the authorized requestor are required for all orders sent by mail. Applications and Certificate of Identity forms are on our website [www.smcare.org/](http://www.smcare.org/).

If you do not have access to the internet and live in another California county, you can obtain an application form from any county in California and send it to the county recorder where the vital record is on file. The county recorder's office will also mail the application form to individuals upon request.

Mail the application form with the required payment in a check or money order only (payable against a USA bank) to the above.

Make checks payable to: San Mateo County Clerk-Recorder

Processing time may take several days. Please allow two weeks to receive your copies via regular mail.

## EXPEDITING YOUR REQUEST

To expedite your request, you may opt to send it via overnight mail and request the returned certificate via overnight mail. To do so, include a pre-paid overnight return envelope with your application and check. Certificates from the years 1856 to 1964 may require an additional one to two days for researching the records in the Archive.

## CONTACT INFORMATION

[www.smcare.org](http://www.smcare.org)  
e-mail: [recorder@smcare.org](mailto:recorder@smcare.org)

**SAN MATEO COUNTY ASSESSOR-COUNTY CLERK-RECORDER  
VITAL RECORDS**.....650.363.4500

[www.smcare.org](http://www.smcare.org)  
555 County Center, First Floor  
Redwood City, CA 94063

**SAN MATEO COUNTY VITAL STATISTICS**.....650.573.2395

[www.co.sanmateo.ca.us](http://www.co.sanmateo.ca.us)  
225 West 37th Avenue  
San Mateo, CA 94403

**STATE OF CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
OFFICE OF VITAL RECORDS**.....916.445.2684

Order online: [www.dhs.ca.gov/hisp/chs/OVR/Ordercert.htm](http://www.dhs.ca.gov/hisp/chs/OVR/Ordercert.htm)  
MS 5103  
PO Box 997410  
Sacramento, CA 95899-7410

SAN MATEO COUNTY  
ASSESSOR-COUNTY CLERK-RECORDER-ELECTIONS

555 County Center  
Redwood City, CA 94063  
650.363.4500  
[www.smcare.org](http://www.smcare.org)  
Monday-Friday 8:00 a.m. - 5:00 p.m.

*(Published January 2009.  
Information subject to change.)*



SAN MATEO COUNTY

## GUIDELINES FOR ORDERING BIRTH, DEATH, AND MARRIAGE RECORDS



**Mark Church**  
Chief Elections Officer &  
Assessor-County Clerk-Recorder

County of San Mateo  
555 County Center  
Redwood City, California 94063  
650.363.4500

# Birth, Death and Marriage Certificates

## BIRTH CERTIFICATES

### WHO CAN REQUEST AND RECEIVE AN AUTHORIZED, CERTIFIED COPY OF A BIRTH CERTIFICATE?

The law is very strict about who may request and receive authorized, certified copies of birth certificates. Its intent is to protect an individual's privacy and keep their personal information safe from identity theft. That's why only those listed below are authorized to obtain certified copies of birth certificates.

- The registrant or a parent/legal guardian of the registrant
- A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant
- Person(s) 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
- 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
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business

### FEES FOR A CERTIFIED COPY(S) OF A BIRTH CERTIFICATE

An authorized certified copy and/or an informational copy of a birth record is \$19. Fees are set by state law and subject to change.

*See back panel for ordering instructions.*

## DEATH CERTIFICATES

### WHO CAN REQUEST AND RECEIVE AN AUTHORIZED, CERTIFIED COPY OF A DEATH CERTIFICATE?

The same protective laws apply to requesting and obtaining birth and death certificates. Only those specified in this list are authorized to obtain certified copies of death certificates.

- The registrant or a parent/legal guardian of the registrant
- A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant
- Person(s) 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
- 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
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business
- Any funeral director that orders certified copies of a death certificate on behalf of any individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code

### FEES FOR A CERTIFIED COPY(S) OF A DEATH CERTIFICATE

An authorized certified copy and/or an informational copy of a death record is \$12. Fees are set by state law and subject to change. *See back panel for ordering instructions.*

### A WORD ABOUT "INFORMATIONAL" COPIES OF BIRTH AND DEATH CERTIFICATES

Those who do not meet the criteria for an authorized certified copy may receive an informational copy. The words **"Informational, Not a Valid Document to Establish Identity"** will be imprinted across the face of the copy. Normal certificate fees apply.

## MARRIAGE CERTIFICATES

### WHO CAN REQUEST AND RECEIVE A CERTIFIED COPY OF A MARRIAGE CERTIFICATE?

Anyone can obtain a certified copy of a public marriage certificate.

### FEES FOR A CERTIFIED COPY(S) OF A MARRIAGE CERTIFICATE

An authorized certified copy of a marriage record is \$14. Fees are set by state law and subject to change.

### ORDERING MARRIAGE CERTIFICATES

Marriage certificates can only be purchased in the same county where the license was purchased, regardless of where the wedding ceremony took place.

#### In Person:

Purchase a certified copy of a marriage certificate in person at:

Office of the Assessor - County Clerk - Recorder  
555 County Center, First Floor  
Redwood City, CA 94063-1665

#### By Mail:

Mailed requests for public marriage certificates must include the names of the spouses as they appeared on the marriage license, the date of the marriage and the office where the license was purchased. The request should include the address to which the certificate is to be mailed and a daytime contact telephone number.

Mail the request letter with the required payment in a check or money order only (payable against a USA bank) to the above.

Make checks payable to: San Mateo County Clerk-Recorder  
Processing time may take several days. Please allow two weeks to receive your copies via regular mail.

### A WORD ABOUT CONFIDENTIAL MARRIAGE CERTIFICATES

Only the spouses in a confidential marriage can purchase a certified confidential marriages certificate. This can be done in person at the County Clerk's Office where the certificate is filed if a valid photo ID is shown and the \$13 fee is paid. Either spouse can request a confidential marriage certificate by mail if they submit a completed, notarized application and the \$13 fee. For applications, call (650) 363-4500 or e-mail clerk@smcare.org.