

## INSTRUCTIONS FOR REQUESTING A COPY OF A BIRTH OR DEATH RECORD

1. Check which type of copy you are requesting:
  - a. **For Authorized Certified Copies:** You must complete the entire Application form, including the *Certificate of Identity Statement* (see instructions below).
  - b. **For Informational Copies:** You are only required to complete the Applicant and Registrant information sections of the application. The *Certificate of Identity Statement/Certificate of Acknowledgment* is not required for an Informational copy.
  
2. “I am:” Section: Check the box that pertains to your relationship to the Registrant (person named on the certificate).
  
3. **Certificate of Identity Statement/Certificate of Acknowledgment** (same page): Must be completed and signed under penalty of perjury. If application is submitted in person, the *Certificate of Identity Statement* must be signed in the presence of Clerk-Recorder Staff and no *Certificate of Acknowledgment* is required. If you place your order by mail or the internet, you must complete and sign the sworn *Certificate of Identity Statement* in the presence of a Notary Public and the Notary Public must complete the *Certificate of Acknowledgment* (lower part of page) before submitting your request.  
**PLEASE NOTE: Only one notarized *Certificate of Identity Statement/Certificate of Acknowledgment* is required for multiple certificates requested at the same time; however, the *Certificate of Identity Statement* must include the name of each individual whose birth/death certificate you wish to obtain and your relationship to that individual. The front portion of the application must be completed for each individual you are requesting birth/death certificate copies for.**
  
4. **Fees:** Fees may be paid by cash, check, money order, debit or credit card in the Clerk-Recorder’s Office. Mail requests must be paid by personal check, postal or bank money order (International Money Order only for out-of-country requests). Checks or money orders should be made payable to Stanislaus County Clerk-Recorder.
  - a. Fees for copies or searches of Birth Certificates: \$28 for each copy or search\*
  - b. Fees for copies or searches of Death Certificates: \$21 for each copy or search\*\*If no record is found the fee is retained for the search effort (as required by statute).
  
5. **Internet Orders:** May be placed online through [www.vitalchek.com](http://www.vitalchek.com). An additional fee of \$7 is charged by VitalChek for use of this service. Carefully follow all instructions from the VitalChek website when placing your order. **NOTE: The completed application and the Certificate of Identity Statement/Certificate of Acknowledgment (see #3 above for instructions) must be submitted with internet orders.**
  
6. **Mail Requests:** Mail completed application, *Certificate of Identity Statement/Certificate of Acknowledgment* (one page), appropriate fees, and a self-addressed stamped envelope to: Stanislaus County Clerk, P. O. Box 1670, Modesto CA 95353-1670.