



# Birth Certificate Order Form Checklist

## 1. Make sure you are a qualified applicant.

Only qualified applicants can receive a certified copy of a birth certificate. Qualified applicants are:

- Yourself
- Spouse or domestic partner
- Child or step-child
- Parent or step-parent
- Legal guardian
- Sibling
- Grandparent, great-grandparent or grandchild
- Legal representative
- Authorized representative
- Courts or government agencies (for official duties)

## 2. Make a copy of your proof of relationship documents.

You may need to show proof that you are a qualified applicant.

- If you are requesting a birth certificate for yourself or your child, you only need identity documentation. (See step 3.)
- All other applicants must show documents that link you to the person whose certificate you are requesting.
- We accept these types of documents:
  - Copies of official certificates like birth, death, marriage, or divorce certificates.
  - Copies of court orders (ex: legal guardian)
  - *For government/court officials only* - Document or letter from a government agency or court stating that you will use the certificate for official duties
- Get the full list of acceptable relationship documents at <https://www.doh.wa.gov/Portals/1/Documents/Pubs/422-178-AcceptableProofsOfEligibilityDocument.pdf>.

## 3. Make a copy of your identity document(s).

You must provide identification with your application. Acceptable ID types are:

- One copy of a government-issued ID with your photo, full name, and date of birth.
  - Examples: passport, state-issued ID card, driver's license
  - It must be current or expired by no more than 60 days.
- Two alternate documents if you do not have a government ID.
  - Examples: Expired government ID, home utility bill, mail from a state or federal agency.
  - Both documents must have either:
    - Matching first and last names and addresses, or
    - When combined, have your full name, date of birth, and photo.
  - Get the full list of acceptable identity documents at <https://www.doh.wa.gov/Portals/1/Documents/Pubs/422-177-AcceptableProofsOfIdentityDocuments.pdf>.

## 4. Include a check or money order payable to “WCHD – VR”.

Your payment cannot be refunded if the record(s) you request cannot be found.

## 5. Mail your payment, documents, and order form to us at:

Vital Records – Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225



# Frequently Asked Questions

## **What information is required for me to get a birth certificate?**

You must be able to provide all of the information below in the same way that it appears on the birth certificate:

- First, middle and last name of the person whose certificate you are requesting.
- First and last name of all the parents listed on the certificate.
- Date of birth – Month, Day, Year.
- City or county where the person was born.

## **What if I don't have documents to prove my identity or my relationship?**

To purchase a birth or death certificate, you must provide the required pieces of information. On your request, please provide all variations that may appear on the certificate due to amendment, legal name change, or establishment of parentage. Check with family members for more information to verify if differences exist between the information you will provide and what may actually appear on the certificate.

## **What address should I use on my order form?**

You must provide an address that you are registered to receive mail at, such as your home or post office box.

If you don't have an address where you are registered to receive mail, we can send the certificate in care of the name of the person who is registered to receive mail at the address where you want to receive the certificate. For example:

Your Name  
c/o (Insert name of person where you will receive mail)  
101 Main St. (their address)  
Bellingham, WA 98225

## **What kinds of payment do you accept?**

We accept checks and money orders for forms submitted by mail. Do not send cash. Make sure your cash or money order is made payable to WCHD – VR.

Unfortunately, we cannot refund your payment if the birth certificate cannot be found or if the documentation you provide is not acceptable.

## **What is an "Heirloom" birth certificate?**

An Heirloom birth certificate is a birth certificate signed by the Governor of Washington State and the State Registrar. Heirloom certificates are legal documents and are often used as gifts to celebrate a birth. Heirloom certificates cost \$50 each, including a \$25 donation to support Washington children and families, and they take longer to process. You can find more information and order an Heirloom birth certificate at <https://www.doh.wa.gov/LicensesPermitsandCertificates/VitalRecords/orderingabirthrecord#heading58289>.

Mail



# CERTIFIED BIRTH CERTIFICATE ORDER FORM

- Mail or bring this form to the Health Department. Include check or money order payment.
- Include a copy of **valid form of photo identification** with your application and any **proof of relationship documents**. Refer to <https://www.doh.wa.gov/LicensesPermitsandCertificates/VitalRecords> to find out which documents are required or call our office at 360-778-6003.
- Newborn certificates are usually available three weeks after date of birth.
- We only issue Washington State birth certificates from July 1, 1907 – present.

**MAIL ORDERS TO:**  
 Vital Records - WCHD  
 509 Girard St  
 Bellingham, WA 98225

**Make checks & money orders payable to: WCHD.**

**We cannot give refunds.**

\*\*\* Number of Copies Requested \_\_\_\_\_ at \$25 per copy = Total Due: \_\_\_\_\_ \*\*\*

<b>APPLICANT INFORMATION</b>	Name of person/Company ordering certificate(s):			
	Mailing Address:			
	City:	State:	Zip Code:	Country:
	Daytime Telephone Number:		Email Address:	

TO RECEIVE A BIRTH CERTIFICATE, YOU MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT BELOW AND SIGN THE SWORN STATEMENT THAT YOU ARE AUTHORIZED TO RECEIVE THE CERTIFICATE.					
SELECT RELATIONSHIP	<input type="checkbox"/> Self	<input type="checkbox"/> Parent	<input type="checkbox"/> Sibling	<input type="checkbox"/> Great Grandparent	<input type="checkbox"/> Authorized Representative
	<input type="checkbox"/> Spouse / Domestic Partner	<input type="checkbox"/> Stepparent	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Government Agency
	<input type="checkbox"/> Child	<input type="checkbox"/> Stepchild	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Legal Representative	<input type="checkbox"/> Courts

<b>BIRTH RECORD DETAILS</b>	First Name:	Full Middle Name(s):	Last Name(s):
	Date of Birth:	City or County of Birth:	
	Mother/Parent First Name:	Mother/Parent Full Middle Name(s):	Mother/Parent Last Name(s): (At Birth - Maiden Name)
	Father/Parent First Name:	Father/Parent Full Middle Name(s):	Father/Parent Last Name(s):

*I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).*

Signature (Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

<input type="checkbox"/> No Match	<input type="checkbox"/> No Record	<input type="checkbox"/> Sold in Error	<input type="checkbox"/> Minor Difference	<input type="checkbox"/> Out of State
<input type="checkbox"/> Mail Returned	<input type="checkbox"/> Parentage Pending	<input type="checkbox"/> Not Qualified Applicant	<input type="checkbox"/> Incomplete Application	<input type="checkbox"/> Other
Correspondence <input type="checkbox"/> Call <input type="checkbox"/> Letter <input type="checkbox"/> Email	Date:	Initials:	Notes:	
Correspondence <input type="checkbox"/> Call <input type="checkbox"/> Letter <input type="checkbox"/> Email	Date:	Initials:	Notes:	
Other:				
Date Issued:			Issued by:	
Method of Certificate delivery:	<input type="checkbox"/> Mailed	<input type="checkbox"/> Counter Pickup	<input type="checkbox"/> Other	