

## INSTRUCTIONS FOR REQUESTING A CERTIFIED COPY OF A BIRTH OR DEATH CERTIFICATE

1. To request a **Certified Copy** of either a birth or death record, you must complete the **Application for a Certified Copy of a Birth Record** or the **Application for a Certified Copy of a Death Record** included with this document. All requests must include the **Sworn Statement** of the applicant identifying his/her relationship to the individual named on the certificate. The Sworn Statement must be signed in the presence of the Plumas County Clerk-Recorder staff when making a request in person at the Recorder's office. Applications submitted through the mail must also include the notarized **Certificate of Acknowledgement** (sign the Sworn Statement in the presence of a notary public). When requesting certified copies for multiple individuals through the mail, up to four names may be listed on the Sworn Statement and collectively notarized, however, a separate Application must be completed for each person which a request is being made for. (Funeral directors are exempt from the notarized Certificate of Acknowledgement requirement, Health and Safety Code Section 7100 (a) 1-5).
2. To request a **Certified Informational Copy** of a birth or death record, complete the Applicant and Certificate Information sections only on the "Application for a Certified Copy of a Birth Record" or the "Application for a Certified Copy of a Death Record". A Certified Informational Copy is stamped "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" and does not require proof of relationship or the notarized Certificate of Acknowledgement.
3. Complete all required sections as described in numbers 1 and 2 above, and sign the application as required. Incomplete applications may result in an unfound record and the \$14 (birth) or \$12 (death) fee will be retained to cover the cost of the search (Health and Safety Code Section 103650).
4. Submit the appropriate fees as indicated below in the form of cash, personal check, or money order\* to:

Plumas County Clerk Recorder  
520 Main Street, Room 102  
Quincy, CA 95971  
(530) 283-6256 telephone  
(530) 283-6155 fax

Birth Certificate: \$14.00 for each certified copy

Death Certificate: \$12.00 for each certified copy

Should you need any assistance, please do not hesitate to call us at the telephone number listed above.

\*Should you wish to obtain a copy with a credit card, there is an additional charge of \$6.00. Please call us at the number listed above, and we will give you instructions over the telephone.

<b>Plumas County Application for Certified Copy of Birth Record</b> <b>Fees: \$14.00 per copy</b>	<b>Office Use Only</b>
	<b>Book -</b>
	<b>Page -</b>
	<b>Cert -</b>

Effective July 1, 2003, California Health and Safety Code Section 103526 changed the way certified copies of birth certificates are issued. **Certified Copies**, to establish the identity of a registrant can be issued only to authorized individuals, as indicated below. All others will be issued **Certified Informational Copies** that are not valid to establish identity.

Please indicate the type of certified copy you are requesting:

<input type="checkbox"/> I would like a <b>Certified Copy</b> . This copy will establish the identity of the registrant. To receive a Certified Copy you <b>must</b> indicate your relationship to the registrant by selecting from the list below <b>AND</b> complete the attached Sworn Statement declaring that you are eligible to receive the Certified Copy. The Sworn Statement must be notarized if the application is submitted by mail <b>unless you are law enforcement or local or state governmental agency</b> .	<input type="checkbox"/> I would like a <b>Certified Informational Copy</b> . This document will be printed with a legend on the face of the document that states, <b>"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."</b> A sworn statement does not need to be provided.
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Note: Both documents are certified copies of the original document on file with our office. With the exception of the legend, the documents contain the exact same information.

To receive a Certified Copy I am:

- The registrant (person listed on the certificate) 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 the statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (If you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.)

***APPLICANT INFORMATION (PLEASE PRINT OR TYPE)***

Printed Name (Person Completing Application)	Signature (Person Completing Application)	Today's date	Telephone Number ( )
Address – Number, Street	City, State, Zip Code		Driver License Number
Name of Person Receiving Copies, if Different from Above		Number of Copies	Amount Enclosed
Mailing Address for Copies, if Different from Above	City, State, Zip Code		

***BIRTH CERTIFICATE INFORMATION (PLEASE PRINT OR TYPE)***

Name on Certificate – First Name	Name on Certificate – Middle Name	Name on Certificate – Last Name
Date of Birth – Month, Day, Year		Gender M      F
City or Town of Birth	County of Birth	
Father's Full Name (First, Middle, Last) on Certificate	Mother's Maiden Name (First, Middle, Last) on Certificate	

