

INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

AVAILABILITY:

State law did not require birth registration until 1917. However, there are some records on file at the State Office of Vital Statistics dating back to 1865. Most birth records between the years 1930 to present can be obtained through this office. Records on birth events that occurred in 1929 or earlier may be obtain from the **State Office of Vital Statistics**. Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in this manner. For a record under seal write to:
State Office of Vital Statistics, Attn: Records Amendment Section
Post Office Box 210, Jacksonville, Florida 32231-0042

ELIGIBILITY:

Birth certificates can be issued only to: 1) the registrant (the child named on the record) if of legal age (18), 2) parent, 3) guardian, or 4) a legal representative of one of these persons or 5) by court order. In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of 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 for a birth event that occurred over 100 years ago (except for those birth records under seal).

REQUIREMENTS FOR ORDERING

If applicant is self, parent, guardian or legal representative then the applicant must provide a completed application along with photo identification (ID). If guardian, a copy of appointment orders must be included. If legal representative, your attorney ID number, and a notation of whom you represent and their 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 and that you are requesting for official purposes.

If not one of the above, you will need to complete the form and have a notarized Affidavit to Release a Birth Certificate (DH Form 1958 2/03) submitted with your application for the birth record, along with a copy of your 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).

APPLICANT'S SIGNATURE:

Applicant's signature is required, as well as his/her printed name, residence address and a valid telephone number.

IF THE CERTIFICATION IS TO BE MAILED TO ANOTHER PERSON OR ADDRESS USE THE SPACE BELOW TO SPECIFY SHIP TO NAME AND ADDRESS				
SHIP TO NAME TYPE OR PRINT	FIRST	MIDDLE	LAST	
HOME PHONE NUMBER ()	SHIP TO STREET ADDRESS(AND APT.)			
WORK PHONE NUMBER ()	CITY	STATE		ZIP