



# APPLICATION FOR FLORIDA BIRTH RECORD

(For County Health Department Use Only)

**Palm Beach County Health Department  
Office of Vital Statistics  
800 Clematis Street**

**West Palm Beach, FL 33401**

**Hours of Operation: Monday – Friday 8:00 AM – 4:30 PM**

**(561) 837-5847**

**Requirement for ordering:** If applicant is self, parent, guardian, or legal representative, then the applicant **must** complete this application and provide **photo** identification. If applicant is not one of the above, the Affidavit to Release A Birth Certificate must be completed by an authorized person and submitted in addition to this application form along with photo identification. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport, and/or Military Identification Card.**

### TYPE or PRINT

|  |          |        |                   |                              |
|--|----------|--------|-------------------|------------------------------|
| (Registrant's)<br>FULL NAME AT BIRTH               | FIRST    | MIDDLE | LAST              | SUFFIX                       |
| If name was changed since birth, indicate new name | FIRST    | MIDDLE | LAST              | SUFFIX                       |
| PLACE OF BIRTH<br><b>FLORIDA</b>                   | HOSPITAL | CITY   | COUNTY (REQUIRED) | BIRTH FILE NUMBER (if known) |
| DATE OF BIRTH                                      | MONTH    | DAY    | YEAR (4 DIGIT)    | AGE      SEX                 |
| MOTHER'S MAIDEN NAME<br>(Name before marriage)     | FIRST    | MIDDLE | LAST (MAIDEN)     | SUFFIX                       |
| FATHER'S NAME                                      | FIRST    | MIDDLE | LAST              | SUFFIX                       |

**IMPORTANT: Read the entire application before completing. (Front and Back)**

To obtain and use a Florida birth record under false or fraudulent purposes is a third-degree felony punishable by the terms and conditions set forth in Florida Statutes.

**One Certified Copy.....\$14.00      = \$ 14.00**

**Additional copies are \$10.00 each, when ordered with this request.....\$10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_**

**Plastic Sleeve \$3.00 \_\_\_\_\_      TOTAL = \$ \_\_\_\_\_**

- Please make check or money order payable to **Palm Beach County Health Department.**

|   |                                     |        |                         |          |
|---|-------------------------------------|--------|-------------------------|----------|
| Applicant's Name<br><b><u>TYPE OR PRINT</u></b> | FIRST                               | MIDDLE | LAST                    | SUFFIX   |
| STATE RELATIONSHIP TO REGISTRANT                | SIGNATURE OF APPLICANT              |        | DRIVER'S LICENSE NUMBER |          |
| HOME PHONE NUMBER<br>(    )                     | RESIDENCE STREET ADDRESS (AND APT.) |        |                         |          |
| WORK PHONE NUMBER<br>(    )                     | CITY                                |        | STATE                   | ZIP CODE |

**Remember to include a copy of your photo identification along with this completed application.**

|   |   |                |
|---|---|----------------|
| <b>OFFICIAL USE ONLY – To be completed by Palm Beach County Health Department staff</b>   |   |                |
| <b>Safety Paper Numbers</b>   | <b>Amount Paid: \$ _____</b>                                    | <b>Initial</b> |
| BEGINNING <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> END <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> | <b>CASH OR CHECK<br/>VISA OR MASTERCARD<br/>(WALK INS ONLY)</b> |                |

## 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 obtained 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: **Bureau 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 the 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).

### **REQUIREMENT 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.

- If applying by mail, send request to: **Vital Statistics, P.O. Box 29, West Palm Beach, FL 33402**
- Check or money order payable to **Palm Beach County Health Department** in U.S. Dollars

**(DO NOT SEND CASH)**

### **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.