

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR AN  
INFORMATIONAL CERTIFIED COPY OF A BIRTH (\$36.00 PER COPY) OR  
DEATH CERTIFICATE (\$28.00 PER COPY) in ALAMEDA COUNTY**

<b>1</b>	<p><b>Birth or Death Certificate Information:</b></p> <p>Indicate if you are requesting <u>Birth</u> or <u>Death</u> records by entering <b>B</b> or <b>D</b> for Type of Certificate.</p> <p>Print or type number of copies requested.</p> <p>Print or type name of registrant/decedent.</p> <p>Print or type date of birth/death.</p> <p>Print or type city of birth/death.</p> <p>Print or type mother's maiden last name (birth certificates ONLY).</p>
<b>2</b>	<p><b>Applicant Information:</b></p> <p>Print or type name of person ordering copy.</p> <p>Print or type mailing address where the copy is to be sent.</p> <p>We may need to contact you regarding your certificate order.</p> <p>Print or type telephone number of person ordering copy, including area code.</p> <p>Print or type email address.</p>
<b>3</b>	<p>If you need a certified copy to obtain a driver's license, passport, or to register for insurance coverage, then an informational certified copy of a birth or death record may not be adequate for your needs. Please refer to information on unrestricted certified copies.</p>
<b>4</b>	<p>Applicant signs and dates application in the appropriate spaces.</p>

NOTE: When ordering by mail, send original application and appropriate fees with check payable to:

Alameda County Clerk-Recorder  
1106 Madison Street  
Oakland, CA 94607 Telephone: 510.272.6362 Fax: 510.208.9957

**APPLICATION FOR INFORMATIONAL CERTIFIED COPY  
OF A BIRTH (\$36.00) OR DEATH (\$28.00) RECORD in ALAMEDA COUNTY**  
*PLEASE REVIEW THE INSTRUCTIONS BEFORE COMPLETING THE FORM*

<b>1</b>	<b>Certificate Information</b>		Type of Certificate (B/D) _____	Number of copies wanted: _____		
Name: _____		Last, _____	First _____	Middle _____		
Date of Birth/Death: _____		City of Birth/Death: _____				
		Month, Day, Year				
Mother's Maiden Name (Birth Only): _____		Last _____				
<b>2</b> <b>Applicant Information:</b>		<b>(If ordered online) Confirmation #:</b> _____				
Name: _____		Last, _____	First _____	Middle _____		
Home Address: _____		(P.O. Box not acceptable) Number and Street (Including APT #)		City _____	State _____	Zip Code _____
Shipping Address: _____		(If Different from home) Number & Street (Including APT#)		City _____	State _____	Zip Code _____
Telephone Number: _____		Email Address: _____				
<b>3</b>		Anyone may obtain an informational certified copy of a birth or death record. The record is for informational purposes only and may not be used to establish identity. Informational copies will have a stamp across the face of the document with the words.				
		<b>“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY”</b>				
If you need a certified copy to obtain a driver's license, passport, or to register for insurance coverage, an informational certified copy of a birth or death record may not be adequate.						
<b>4</b>		APPLICANT SIGNATURE: _____			DATE: _____	
<b>Office use only:</b>		Reel/Image _____	Certificate # _____	Paper # _____	Deputy _____	
		Received: _____				