

**INSTRUCTIONS FOR MAIL/FAXED AUTHORIZED CERTIFIED COPY OF
BIRTH OR DEATH CERTIFICATE**

Note: Birth Certificates are \$28.00 and Death Certificates are \$21.00 per copy.

If no record is found, the fee will be retained for searching as required by California Health & Safety Code 103650 and a Certificate of No Record will be issued.

When ordering by mail, send original application and appropriate fees in the form of personal check (postal or money order if outside of California) made payable to:

Napa County Vital Statistics
2345 Old Sonoma Road, Bldg G.
Napa, CA 94559-0299

1	Birth or Death Certified Copy Information: (INSTRUCTIONAL ONLY) Print or type number of copies requested Print or type name at birth or name of decedent Print or type date of birth or death Print or type city of birth or death Print or type father's name Print or type mother's maiden name
2	Applicant Information: Print or type name of person ordering copy Print or type address of person ordering a copy Print or type mailing address of person ordering copy if different then the address above Print or type telephone number of the person ordering copy, including code area
3	Authorized by Code Section 103526 of California Health and Safety Code restricts who are authorized to obtain an "authorized" certified copy of a birth or death record. <i>You MUST be one of the authorized persons within the described six (6) sentences of area three (3) of this form.</i> Please check the space that authorizes you to obtain an "Authorized" certified copy of birth or death record.
4	<u>DO NOT</u> COMPLETE THIS PART UNTIL YOU ARE WITH A PUBLIC NOTARY WHO WILL PREPARE THE ATTACHED CERTIFICATE OF ACKNOWLEDGMENT AFTER YOU HAVE SIGNED THE SWORN STATEMENT IN HIS/HER PRESENCE. Section 103526 of California Health and Safety Code requires anyone requesting an authorized certified copy of birth or death record to complete and sign the sworn statement on the front of this application. Wait until you are in front of a public notary to print your name, complete the date and location of where you sign this statement and then sign the statement.