



COUNTY CLERK - RECORDER

REBECCA TURNER

CALAVERAS COUNTY GOVERNMENT CENTER
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CALIFORNIA 95249-9709
(209) 754-6372

REQUEST FOR **INFORMATIONAL** COPY OF A BIRTH OR DEATH RECORD

Number of Copies Requested: _____

FEES:

<input type="checkbox"/> Birth Record \$25.00	<input type="checkbox"/> Death Record \$21.00
<small>(Fees revised 1/1/2014)</small>	

Cash, Check, or Money Order Only

Record Information:

Name on Certificate: _____
First Middle Last

Date of Birth/Death: _____ Place of Birth/Death: _____
Month, Day & Year City, or Town County

Parents's Name: _____
First Middle Last

Parents's Name: _____
First Middle Last

****PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE IF REQUESTING BY MAIL****

APPLICANT'S SIGNATURE: _____ DATE: _____

Applicant Mailing Information:

Name of First Person: _____
First Middle Last

Address: _____
Street City State Zip

Effective January 1, 2010 pursuant to Assembly Bill 130, which amended Section 103525 of the Health & Safety Code, anyone may obtain an informational copy of a Marriage Record. The record is for informational purposes only and may not be used to establish identity. Informational copies will have the following words printed across the face of the document:

“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY”

If you need a certified copy to obtain a driver's license, passport, register for insurance coverage, or to receive death benefits, etc., you should **not use an informational certified copy** of a birth, death or marriage record.

Office Use Only

Local File # _____ Banknote Paper# _____ (circle one) Check/Cash Check# _____ Amount: \$ _____

Date Issued/Mailed: _____ Receipt# _____ Deputy: _____



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INSTRUCTIONS FOR REQUESTING BIRTH/DEATH/MARRIAGE RECORDS

1. If you are requesting a certified **Informational Copy**, complete only the Request for Informational Copy Form. If you are requesting an **Authorized Certified Copy**, complete the Request for Certified Copy Form.
2. If you submit your order in person, you must sign a sworn statement in the presence of Clerk-Recorder staff. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. **PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose birth or death certificate you wish to obtain and your relationship to that individual.** (Note: A funeral director ordering copies on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code is not required to complete the notarized statement.)
3. Use a separate application form for each different record of birth or death for which you are requesting a certified copy.
4. Give all the information you have available to identify the record of the registrant in the spaces under **Registrant Information**. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record. Complete the **Applicant** section and provide your signature, address and phone number where indicated.
5. Submit **\$25** for **each** certified/informational copy of a birth certificate, **\$21** for **each** certified/informational copy of a death certificate, and **\$15** for **each** certified /informational copy of a marriage record. **If no record is found, the fee will be retained for searching as required by statute, and a Certificate of No Public Record will be issued.** If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to the **Calaveras County Recorder**. Mail this application with the fee(s) and a self-addressed, stamped envelope to the Calaveras County Recorder, 891 Mountain Ranch Road, San Andreas, CA 95249.