



# COUNTY OF YOLO CLERK-RECORDER

Jesse Salinas, County Clerk-Recorder  
625 Court St. Rm B-01  
Woodland CA 95695



For office use only:

Security Paper: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Check: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

## CERTIFIED COPY OF BIRTH RECORD APPLICATION

### FEE: \$31.00

Date: \_\_\_\_\_

### Step 1: Applicant Relation and Info

(per copy)

Number of copies requested: \_\_\_\_\_

California Health & Safety Code §103526 permits only authorized individuals as defined below to receive Authorized Certified Copies of vital records. Those who are not authorized by law will receive an Informational Certified Copy stamped:  
"INFORMATIONAL - NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

To receive an Authorized Certified Copy, you must indicate your relationship to the registrant below. Additionally, the applicant must sign the Sworn Statement below, stating that the applicant is an authorized individual. The Sworn Statement must be notarized unless you are present in office, a member of a law enforcement agency, a representative of a state or local government agency, or an agent or employee of a funeral establishment.

#### Please indicate your relationship below:

- ☐ The registrant (yourself) or a parent or legal guardian of the registrant.
- ☐ A party entitled to receive the record as a result of a court order, or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Family Code §3140 or §7603.
- ☐ A member of a law enforcement agency or a representative of another government agency, as provided by law, who is conducting official business.
- ☐ A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant **(please circle one as well)**.
- ☐ An attorney representing the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or registrant's estate.

Please indicate the type of Certified Copy you are requesting:	<input type="checkbox"/> I am requesting an <b>AUTHORIZED</b> Certified Copy
	<input type="checkbox"/> I am requesting an <b>INFORMATIONAL</b> Certified Copy

#### Applicant Information:

Applicant Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

### Step 2: Birth Record Information

Has this record been amended after its initial registration? YES NO UNSURE

Name on Certificate: \_\_\_\_\_  
(First) (Middle) (Last)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_  
(Month/Day/Year) (City) (County) (State)

Parent/Father Name: \_\_\_\_\_  
(First) (Middle) (Last)

Parent/Mother Name: \_\_\_\_\_  
(First) (Middle) (Last name at birth)

### Step 3: Sworn Statement

(Not required for an Informational Copy. If requesting by mail or fax, notary acknowledgement is required)

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California, that I am an  
(Print Name)  
authorized person, as defined by California Health & Safety Code §103526(c), and am eligible to receive a certified copy of the  
birth record of the above and/or attached individual(s):

Sworn on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month/Day/Year)

Signature: \_\_\_\_\_

If submitting your order by mail or fax, please read additional instructions on the back

Updated 01/2026



# COUNTY OF YOLO

## CLERK-RECORDER'S OFFICE

625 Court St. Rm B-01, Woodland CA 95695  
(530) 666 - 8130 (p) | (530) 666 - 8109 | clerk-recorder@yolocounty.gov

**JESSE SALINAS**  
Clerk-Recorder



# CERTIFIED COPY OF BIRTH RECORD APPLICATION Instructions / Acknowledgment

### Instructions for completing application form:

- Use separate application form for each different individual you are requesting a Certified Copy of Birth Record for.
- Enter the date and the number of copies requested in their respective fields.

### Step 1 - Applicant Relation and Info

- Read the information regarding Authorized vs Informational Certified Copy and California Health & Safety Code §103526.
- Check the box that describes your relation to the registrant (the person on the vital record that is being requested).
- Select if you would like an Authorized Certified Copy or an Informational Certified Copy.
- Enter the applicant's (you) information.

### Step 2 - Birth Record Information

- Enter the information for the record you are requesting.

### Step 3 - Sworn Statement

- All requests for Authorized Certified Copies require the Sworn Statement to be completed and signed.
- If submitting this request by mail for fax, the Sworn Statement must be signed in the presence of a Notary Public.

NOTE: Only one notarized Sworn Statement is required for multiple unique requests; the application with the notarized Sworn Statement must include the name of each individual whose certificate you are requesting and your relationship to that individual.

**If submitting this request by mail**, please include a check/money order for the appropriate fee, along with an additional \$4.00 for return postage or a Self-Addressed Stamped Envelope. Please do not mail cash. Please make checks/money orders out to **"Yolo County Clerk-Recorder"**. For facsimile requests, please fax the completed application and then call our office to give credit card information (unless credit card authorization form has also been faxed - can find on our website).

NOTE: If you need your record(s) faster, you can purchase an upgraded shipping method. USPS Priority (\$11.90) 3-5 business days -OR- USPS Express (\$33.40) 1-2 business days. Please include either of the prices listed in the check/money order when submitting this order.

## MAIL COMPLETED APPLICATION WITH TOTAL FEE TO:

**Yolo County Clerk-Recorder**  
**PO Box 1130**  
**Woodland, CA 95776-1130**

## CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of: \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) §

On \_\_\_\_\_, before me \_\_\_\_\_,  
(Date) (name and title of officer)

personally appeared \_\_\_\_\_, who proved to me on the basis of  
(name of person(s) signing)

satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he / she / they executed the same in his / her / their authorized capacity(ies), and that by his / her / their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the  
State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

Signature \_\_\_\_\_  
(officer)