

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR AN  
INFORMATIONAL CERTIFIED COPY OF A BIRTH CERTIFICATE (\$19.00 PER  
COPY) OR DEATH CERTIFICATE (\$14.00 PER COPY) in ALAMEDA COUNTY**

<b>1</b>	<p><b>Birth or Death Certificate Information:</b></p> <p>Indicate if you are requesting <b>B</b>irth or <b>D</b>eath records by entering <b>B</b> or <b>D</b> for Type of Certificate. Print or type number of copies requested. Print or type name of registrant/decedent. Print or type date of birth/death. Print or type city of birth/death. 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. Print or type mailing address where the copy is to be sent.</p> <p>We may need to contact you regarding your certificate order. Print or type telephone number of person ordering copy, including area code. 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 (\$19.00) OR DEATH (\$14.00) RECORD in ALAMEDA COUNTY**  
*PLEASE REVIEW THE INSTRUCTIONS BEFORE COMPLETING THE FORM*

<b>1</b>	<p><b><u>Certificate Information</u></b>    Type of Certificate (B/D) _____    Number of copies wanted: _____</p> <p>Name: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> </div> </p> <p>Date of Birth/Death: _____    City of Birth/Death: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month/Day/Year</span> </div> </p> <p>Mother's Maiden Name: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> </div> </p>
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<b>2</b>	<p><b>Applicant Information:</b></p> <p>Name: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> </div> </p> <p>Shipping Address: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Number and Street</span> <span>City</span> <span>State</span> <span>Zip Code</span> </div> </p> <p>Telephone Number: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(Area Code)</span> </div> </p> <p>Email Address: _____</p>
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<b>3</b>	<p>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:</p> <p>“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY”</p> <p>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.</p>
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<b>4</b>	<p>APPLICANT SIGNATURE: _____    DATE: _____</p>
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<p><b><u>Office use only:</u></b> Reel/Image _____    Certificate # _____    Paper # _____    Deputy _____</p> <p align="right">Received: _____</p>
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