

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR A
RESTRICTED CERTIFIED COPY OF A BIRTH CERTIFICATE (\$18.00 PER COPY)
OR DEATH CERTIFICATE (\$13.00 PER COPY)**

1	Birth or Death Certificate Information: Indicate if you are requesting B irth or D eath records. 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 father's name Print or type mother's maiden last name (birth certificates)
2	Applicant Information: Print or type name of person ordering copy Print or type address of person ordering copy (P.O. Box is <u>not</u> acceptable) Print or type mailing address of person ordering copy, if different than address above Print or type telephone number of person ordering copy, including area code
3	If you need a certified copy to obtain a driver's license, passport, or to register for insurance coverage, then a restricted certified copy of a birth or death record may not be adequate for your needs. Please refer to information on unrestricted certified copies.
4	Applicant signs and dates application in the appropriate spaces.

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

