

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR AN
INFORMATIONAL CERTIFIED COPY OF A BIRTH CERTIFICATE (\$23.00 PER
COPY) OR DEATH CERTIFICATE (\$16.00 PER COPY) in ALAMEDA COUNTY**

| | |
|----------|--|
| 1 | <p>Birth or Death Certificate Information:</p> <p>Indicate if you are requesting Birth or Death records by entering B or D 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> |
| 2 | <p>Applicant Information:</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> |
| 3 | <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> |
| 4 | <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

