

INSTRUCTIONS

- Mail the following items to CDPH-VR:

For *STILL BIRTHS ONLY*:

- 1) Completed "Application for Certified Copy of Still Birth Record" (VS 13-E).
- 2) \$24 fee per copy requested.

For *FETAL DEATHS ONLY*:

- 1) Completed "Application for Certified Copy of Fetal Death Record" (VS 12).
 - 2) \$18 fee per copy requested.
- Be sure to complete all items required on the application, and provide as much information as possible to help locate the record, otherwise your request may be returned to you for correction.
 - Fees are payable to "CDPH Vital Records" via check or money order. International money orders for out-of-country requests must be payable in U.S. dollars. Fees are also non-refundable per state law.
 - If CDPH-VR cannot locate the record based on the information you provide, California Health and Safety Code authorizes CDPH-VR to maintain the fee for the search itself, and CDPH-VR will issue a Certificate of No Public Record (CNPR).
 - If you require documentation that a record does not exist, check the CNPR box on the application.
 - Fees previously paid to local registrars and county recorder's offices cannot be transferred to CDPH-VR.

Vital Records maintains a permanent, public record of every birth and death that has occurred in California since July 1905, and has more than 50 million records on file.



California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684
CHSIVitalRecords@cdph.ca.gov
www.cdph.ca.gov
CA Relay: 711/1-800-735-2929



How to Obtain Certified Copies of *Still Birth and Fetal Death Records*

January 1, 2019

ATTENTION:
PLEASE READ THE FOLLOWING INFORMATION
BEFORE COMPLETING APPLICATION

GENERAL INFORMATION

- Information contained in vital records is released only via requests for certified copies.
- Certified copies of ***still births*** are available for release to the mother/parent or father/parent only.
- Certified copies of ***fetal death certificates*** are available for release to anyone who can provide sufficient information to identify a specific record.

APPLICANT NOTIFICATION

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), CDPH-VR will return your request to you with a letter explaining what needs to be corrected; or,
- If your request is accepted, CDPH-VR will process the application and mail out a copy of the certificate(s) you requested.

Please allow a few weeks to receive these documents.

PROCESSING TIMES

To check current processing times for certified copies of still birth certificates and fetal death records, visit the following website:

<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>

CONTACT INFORMATION

All applications and written inquiries should be mailed to:

**California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

If you still have any questions, please contact the CDPH-VR Customer Service Unit at (916) 445-2684 or

CHSIVitalRecords@cdph.ca.gov,
Monday through Friday, between
8AM – 4PM.