



**Florida Department of Health  
Bureau of Vital Statistics  
[www.floridahealth.gov/certificates](http://www.floridahealth.gov/certificates)**

**APPLICATION FOR FLORIDA BIRTH CERTIFICATE  
(FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)**

**IMPORTANT:** When you receive the birth certificate from the Bureau of Vital Statistics, you **MUST** forward the certificate to the Florida Department of State for the Apostille/Notarial Certificate process. Please see reverse side for our online ordering option through VitalChek, our only contracted vendor.

**Applicant Information (Eligibility Requirements on Reverse Side)**

*Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on an application or affidavit, or who obtains confidential information from any vital record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.*

Applicant's Name: \_\_\_\_\_  
(Person requesting the record)

Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ email: \_\_\_\_\_

Relationship to Person on Birth Record: \_\_\_\_\_ **Signature:** \_\_\_\_\_

If applicant is an attorney, provide name of client you represent: \_\_\_\_\_,

client's relationship to registrant: \_\_\_\_\_, and your bar/professional license #: \_\_\_\_\_.

**Information for Birth Search**

Full Name on Birth Record: \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ City/County: \_\_\_\_\_

Mother's / Parent's Full Name Prior to First Marriage: \_\_\_\_\_

Father's / Parent's Full Name Prior to First Marriage: \_\_\_\_\_

**Ordering Information**

Normal processing time is 5-7 business days. Amended records require additional processing time.

**First Certificate:** \$14.00

**Additional Certificates:** \$4.00 each

**Rush Order (Optional):** Rush orders are given priority processing and requires an additional \$10 fee. Mark the outside of your envelope "RUSH". Expedite shipping is NOT included.

Fee		Quantity		
\$14.00	X	1	=	
\$4.00	X		=	
\$10.00	X	1	=	
<b>Total Amount Enclosed</b>				

**APPLICANT'S VALID PHOTO IDENTIFICATION REQUIRED (see list on reverse side).** A \$9 search fee is included in all orders and is non-refundable. If no record is found, a certified "No Record Found" statement will be issued.

# INFORMATION AND INSTRUCTIONS FOR FLORIDA BIRTH CERTIFICATE APPLICATION (FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)

**If you need assistance, please call our Apostille Unit at 904-359-6900, ext. 9006**

Foreign embassies or consulates often require an apostille or notarial certificate for vital record certificates. The 1961 Hague Convention established the apostille as a form of authentication for its member states. The apostille certifies the authenticity of the issuing official's signature. Countries that are nonmembers of the 1961 Hague Convention are issued notarial certificates, which also authenticates the issuing official's signature. The Florida Secretary of State is the only designated Competent Authority to issue apostilles in the State of Florida.

**Before ordering, we urge you to contact the nearest consulate or embassy for the country in which you will be using the apostille or notarial certificate to obtain their requirements for the vital record certificate.**

**Obtaining an Apostille or Notarial Certificate is a two-step process:**

If you wish to expedite this two-step process, you may order online at [www.vitalchek.com/flastorefront](http://www.vitalchek.com/flastorefront) VitalChek is our only contracted vendor. VitalChek will collect your ordering information and credit card payment for both steps of the process. Our office will forward your vital record certificate via UPS to the Florida Department of State, Division of Corporations for the apostille process. Once the process is completed, the Florida Department of State, Division of Corporations will send the certificates via UPS to you. Please note, VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

**To order by mail, you must complete both steps separately:**

1. Complete this application to obtain a birth certificate from the Bureau of Vital Statistics.
2. Once the birth certificate is received, you must forward it to the Florida Department of State, Division of Corporations for the Apostille/ Notarial Certificate. Please visit their website at [www.dos.myflorida.com](http://www.dos.myflorida.com) or contact 850-245-6945 for information regarding their application, processing time, fees, etc.

**Mailing:** Department of State, Division of Corporations, Apostille Certificate, P.O. Box 6800, Tallahassee, FL 32314-6800

**Walk in/Courier Delivery:** Dept. of State, Division of Corporations, Apostille Certificate, 2415 N. Monroe Street, Suite 810, Tallahassee, FL 32303

**AVAILABILITY:** Birth registration was not required by state law until 1917, but there are some records on file dating back to 1850.

**ELIGIBILITY (Section 382.025, Florida Statutes):** Birth certificates less than 100 years old can only be issued to:

1. Registrant (name on the record) if of legal age (18)
2. Parent(s) listed on the Birth Record
3. Legal Guardian (must provide guardianship papers)
4. Legal representative of one of the above persons (must provide documentation)
5. Other person(s) by court order (must provide certified copy of court order)
6. Upon receipt of registrant's death record, a birth certificate marked "Deceased" may be issued to registrant's spouse, child, grandchild, sibling, if of legal age (18). Please notate "Registrant Deceased" on the application and include a photocopy of the death certificate.

If applicant is not one of the above, the application must be accompanied with a notarized Affidavit to Release a Birth Certificate form (DH 1958) signed by an eligible person (form is available on our website) and a copy of valid photo identification of both, the person authorizing release and the applicant.

**REQUIREMENT FOR ORDERING:** Eligible applicant must provide a completed application, a copy of a valid photo identification, and any documentation required for proof of eligibility.

**ACCEPTABLE FORMS OF IDENTIFICATION: Driver License, State Identification Card, Passport, Military Identification Card.** A foreign issued driver license, identification card, consular card, or Matricula card require two additional forms of identification, such as a vehicle title or registration, health insurance card, employment ID, school ID, tax document, or mail with current address.

**FEES:** Check or Money Order Payable to: Vital Statistics. DO NOT SEND CASH. International payments must be made by Cashier's Check or Money Order in U.S. Dollars drawn upon a U.S. Bank. Florida Law imposes an additional service charge of \$15.00 for dishonored checks. Fees are nonrefundable, except fees paid for additional copies when no record is found. These may be refunded upon written request.

**OPTIONS FOR ORDERING:**

**ONLINE:** To expedite this two-step process, you may order online at [www.vitalchek.com/flastorefront](http://www.vitalchek.com/flastorefront) with a credit card. VitalChek is our only contracted vendor. VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

**MAIL-IN (FOR VITAL RECORD CERTIFICATE ONLY):** Normal processing time is 5-7 business days. If requesting RUSH service mark the outside of your envelope "RUSH". Rush Orders are given priority processing. Expedite shipping is NOT included in rush fee. All orders are mailed Standard U.S. Postal delivery unless a special prepaid express delivery envelope is provided. Amended records require additional processing time.

**WALK-IN SERVICE (FOR VITAL RECORD CERTIFICATE ONLY):** Visit 1217 North Pearl Street, Jacksonville, Florida, between 8:00 am – 4:30 pm. Eligible applicants must present a valid ID when requesting confidential records. The \$10 rush fee is required and may not be available for same day service.

**MAIL THIS APPLICATION WITH PAYMENT AND COPY OF VALID ID TO:**

**FLORIDA DEPARTMENT OF HEALTH, BUREAU OF VITAL STATISTICS**

**ATTN: APOSTILLE UNIT**

**P.O. BOX 210, JACKSONVILLE, FL 32231-0042**

Express Mail and Courier Deliveries to: 1217 North Pearl Street, Jacksonville, Florida, 32202

**PLEASE VISIT OUR WEBSITE:**

[www.floridahealth.gov/certificates](http://www.floridahealth.gov/certificates)