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**WHO MAY APPLY?**

- Any children of the registrant
- Parent or court assigned legal guardian of the registrant
- Grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to it as a result of a court order
- A Funeral Director on behalf of an individual specified in parag. (1) to (5), inclusive, of subdiv.(a) of Section 7100 of the HSC.
- A member of a law enforcement agency conducting official business.
- Governmental agency conducting official business.
- An attorney representing the registrant/the registrant's estate
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant/the registrant's estate.
- Licensed adoption agency.
- Surviving Next of Kin (specified in HSC 7100)

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**INSTRUCTIONS****In person:**

- Complete Items 1 through 3 (**wait to sign in the presence of a clerk**).
- Have your payment and ID ready when you get to the counter. **No refunds will be issued for events occurring outside of Berkeley.**

**By Mail:**

- Complete Items 1 through 4. **PLEASE NOTE: Item 3 must be signed in the presence of a Notary Public.**
- Notarize the application.
- Enclose the fee amount (do not mail cash). (You must send the fee for each certified copy requested).
- Mail the request to: **City of Berkeley – HHCS - PH Division - Office of Vital Stats, 1947 Center St, 2nd Fl, Berkeley, CA 94704**

**By Internet:**

- Visit [www.vitalchek.com](http://www.vitalchek.com) to place your order.
- Look for a confirmation email (Authorization Form attached) sent to you by VitalChek.com.
- Print/Complete the Authorization Form and have it notarized. (Ink seal only)
- Fax the Authorization Form to the number listed on the upper left corner of it.
- Within 2 to 3 weeks you will receive your order by the carrier you picked. (unless you selected expedite service, which is overnight)
- Just as a reminder: VitalChek charges a fee for their services. Please check their website for the current fee.

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**ADDITIONAL INFORMATION**

**Note: The City of Berkeley only maintains records for 5 years from the date of event. All other records need to be obtained from the Alameda County Clerk-Recorder's office.**

- If no record is found, the fee will be retained as required by statute and a "**Certificate of No Public Record**" will be issued.
- Processing time is **2-3 weeks** from the receiving date of your request.
- Use a separate application form for each individual.
- Only one notarized sworn statement is required when requesting multiple certificates at the same time. Simply list all the names on your sworn statement.
- Forms of payment accepted by mail:
  - Personal check (pre-printed by the bank with name and address)
  - Postal or bank money order (International Money Order only for out-of-country requests)
- Make checks/money orders payable to: **City of Berkeley.**

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**NOTICE**

**If you applied by mail and did not receive the requested certificate(s), you must file a claim with our office within 3 months of your original request. After 3 months, our office will not accept any claims of lost mail and you will have to submit another notarized request with the required fee.**

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**CONTACT INFORMATION**

Office of Vital Statistics  
[www.cityofberkeley.info/vitalstatistics/vitalrecords@ci.berkeley.ca.us](http://www.cityofberkeley.info/vitalstatistics/vitalrecords@ci.berkeley.ca.us)  
 Telephone: (510) 981-5320 - Fax: (510) 981-5395

PLEASE LEAVE THIS SPACE BLANK

FOR VITAL STATISTICS USE ONLY