

# Authorized Birth Certificate Applicants and Document Requirements

Issued Oct 1, 2022

## Applicant is the:

<ul style="list-style-type: none"> <li>▪ Subject of the Record (Must be age 15 or older)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Subject</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Subject <b>OR</b> 2 forms of secondary ID of the Subject.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Parent Named on the Record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Subject <b>OR</b> 2 forms of secondary ID of the Subject.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Attorney for Subject</li> <li>▪ Individual with a court order for release of record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Proof of relationship to the subject (e.g., client agreement, court order, etc.)</li> <li>▪ Letter of explanation</li> </ul>
<ul style="list-style-type: none"> <li>▪ Adoptive Parents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Until the adoption has been finalized and the record has been replaced, adoptive parents are not authorized to receive a copy of the child's birth certificate.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rep with Power of Attorney document</li> <li>▪ Legal Guardian</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Proof of relationship to the subject (e.g., copy of <b>current or most recent</b> court order, Power of Attorney document, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Foster Parent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact your case worker to obtain a copy of birth record</li> </ul>
<ul style="list-style-type: none"> <li>▪ Genealogist: Open Records                             <ul style="list-style-type: none"> <li>- Births occurring 125+ years ago</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Genealogist: Closed Records                             <ul style="list-style-type: none"> <li>- Births occurring less than 125 years ago</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ <b>If the subject is alive:</b> a statement signed by the Subject releasing record to the Applicant and a copy of the Subject's ID</li> <li>▪ <b>If the subject is deceased:</b> <ol style="list-style-type: none"> <li>1) Proof of familial relationship to the decedent. [Note: A copy of the death certificate may be required.]</li> <li>OR</li> <li>2) Court order</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Other: including but not limited to a spouse, stepparent, grandparent, relative, friend</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Statement signed by the Subject (or a named parent if the subject is under age 18) releasing the record to the Applicant</li> <li>▪ Applicant Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Subject Identification: 1 primary form of ID of the Subject (or of a named parent if the subject is under age 18)</li> </ul>
<ul style="list-style-type: none"> <li>▪ DHS Caseworker applying through liaison</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Copy of <b>current</b> court order showing the child in agency custody</li> </ul>
<ul style="list-style-type: none"> <li>▪ DHS Caseworker applying independently</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application including Signature of the Applicant</li> <li>▪ Fees</li> <li>▪ Applicant Identification                             <ul style="list-style-type: none"> <li>□ Online Applicants: Electronic verification of identity</li> <li>□ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Copy of <b>current</b> court order showing the child in agency custody</li> <li>▪ Letter on DHS Letterhead authorizing the caseworker to apply on the agency's behalf</li> </ul>
<ul style="list-style-type: none"> <li>▪ DOC Inmate (personal BC)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oklahoma: Submit request through DOC Liaison</li> <li>▪ Non-Oklahoma: DOC Liaison/case worker should submit the following                             <ul style="list-style-type: none"> <li>○ Complete Application including Signature of the inmate</li> <li>○ Fees</li> <li>○ Facility ID of inmate</li> <li>○ Copy of caseworker's gov ID or letter on facility letterhead vetting the inmate location and status</li> </ul> </li> </ul>

# Authorized Death Certificate Applicants and Document Requirements

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## Applicant is the:

<ul style="list-style-type: none"> <li>▪ Relative (An individual who can demonstrate a familial relationship to the deceased e.g. child, grandparent, sibling)</li> <li>▪ Legal guardian</li> </ul> <p><i>Proof of Relationship Example: You could use the two items below to establish a relationship to your maternal grandmother. 1) your birth record AND 2) a birth or death certificate of your mother. Together these documents will link you to your mother and then linking your mother to your grandmother.</i></p>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Applicant</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Legal documentation which demonstrates the Applicant's relationship to the Decedent (e.g., last will &amp; testament, signed contracts, court orders, birth/death records, census records, insurance beneficiary claim letter, current utility/bank statement/joint tenancy documents showing both Decedent and Applicant's names, unclaimed property letter from State Treasurer, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Former Spouse</li> <li>▪ Co-owner or a joint tenant of real or personal property of the decedent;</li> <li>▪ A person listed in a will of the decedent, provided the will is in probate;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Applicant</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Legal documentation which demonstrates the administrative need for the death certificate and proof of marriage (e.g., last will &amp; testament, signed contracts, court orders, birth/death records, insurance beneficiary claim letter, unclaimed property letter from State Treasurer, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Funeral Director from the funeral home of record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Utilize the official online portal provided to Funeral Directors</li> </ul>
<ul style="list-style-type: none"> <li>▪ Legal representative of the estate of the deceased (e.g., unclaimed property, estate settlements)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Legal Representative</li> <li>▪ Fees</li> <li>▪ 1 primary form of ID of the Legal Representative</li> <li>▪ Legal documentation which demonstrates the Legal Representative officially represents the estate of the decedent [e.g., court order, last will/testament, client agreement, contract]</li> </ul>
<ul style="list-style-type: none"> <li>▪ Individual with a court order for release of record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Applicant</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Fees</li> <li>▪ Certified copy of court order from a court of competent jurisdiction.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Genealogist: Open Records               <ul style="list-style-type: none"> <li>- Deaths occurring 50+ years ago</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Genealogist</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Genealogist: Closed Records               <ul style="list-style-type: none"> <li>- Deaths occurring less than 50 years ago</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Genealogist</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Eligibility               <ol style="list-style-type: none"> <li>1) a statement of release signed by a family member, proof of their familial relationship to the decedent, and a copy of their ID <u>or</u></li> <li>2) court order</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Oil &amp; Gas, Mineral Companies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Applicant</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ Copy of probate, will, court documents, deeds, etc. that provide a clear relationship between the Decedent's estate and the applicant's firm               <ul style="list-style-type: none"> <li>○ Internal documents created by the applicant will not be accepted</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Bail Bondsman</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Application signed by the Applicant</li> <li>▪ Fees</li> <li>▪ Identification               <ul style="list-style-type: none"> <li>○ Online Applicants: Electronic verification of identity</li> <li>○ Mail Applicants: 1 primary form of ID of the Applicant</li> </ul> </li> <li>▪ If Surety Bondsman (underwriter)               <ul style="list-style-type: none"> <li>○ Provide a letter from bond co. on letterhead stating administrative need for record</li> </ul> </li> <li>▪ If Professional Bondsman - Provide copy of the bond</li> </ul>

## Forms of Identification

**– Electronic Verification (online orders only), One (1) Primary or Two (2) Secondary IDs are required**

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<ul style="list-style-type: none"> <li>▪ <b>Primary Photo ID</b> – one ID is required. May be expired up to 3 years</li> </ul>	<ul style="list-style-type: none"> <li>▪ U.S. Issued Driver license or Identification card</li> <li>▪ U.S. Passport [MUST be signed]</li> <li>▪ Foreign Issued Passport <b>with Visa (I-94)</b></li> <li>▪ United States of America B1/B2 Visa/Border Crossing Card – Form DSP-150</li> <li>▪ Government issued Military photo ID (VA photo ID included)</li> <li>▪ OK DOC, Federal Bureau of Prisons (BOP) or Federal Correction Institution (FCI) photo ID</li> <li>▪ Tribal Photo Identification Card</li> <li>▪ Oklahoma Self-Defense Act (SDA) License or OK Concealed Carry permit</li> <li>▪ Resident Alien Card (Form I-551)</li> <li>▪ Employment Authorization Card (Form I-766) or (Form I-688A)</li> <li>▪ Temporary Resident Card (Form I-688)</li> <li>▪ Oklahoma public, private, or parochial secondary school (subject must be age 19 or younger) [MUST include name, school, date, and contact info for the school.]</li> <li>▪ Oklahoma institution of higher education [MUST include name, school, date, and contact info for the school.]</li> <li>▪ Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Secondary ID</b> –</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If using Secondary, two (2) are required and <i>at least one must show a current address dated within the last 6 months.</i></p> </div> <p>Certificates issued based on secondary IDs will be mailed to the current address demonstrated on the identification.</p>	<ul style="list-style-type: none"> <li>▪ Pay stub or W2</li> <li>▪ Bank statement (redact account number and balances) and/or utility bill with name and current address</li> <li>▪ Social Security card (must be signed) or SSA record earnings statement with current address</li> <li>▪ US Selective Service Card</li> <li>▪ Copy of official police report or arrest record with name and current address</li> <li>▪ School transcript</li> <li>▪ Non-Oklahoma state-issued temporary ID</li> <li>▪ Oklahoma <u>lifetime</u> hunting or fishing license</li> <li>▪ Marriage certificate (Certified English Translation, if applicable)</li> <li>▪ Car registration, title or insurance/security verification form issued to the applicant with current address</li> <li>▪ Government issued benefit statement (e.g. DHS, WIC or SSA) that shows name and current address</li> <li>▪ Non-Oklahoma Dept of Corrections (DOC) ID cards IF also provide release/discharge papers showing name and current address</li> <li>▪ Oklahoma DOC Consolidated Record Card (CRC). [Note: If the subject of the record is currently incarcerated, application should be made through the DOC Case Manager accompanied by a letter on facility letterhead confirming the inmate is a resident.]</li> </ul>

All identification may be subject to verification with the issuing authority

Questions? Call 405-426-8880 or email: AskVR@health.ok.gov