

**FOR CURRENT AND FORMER FOSTER CARE YOUTH:**  
**HOW TO OBTAIN A COPY OF YOUR BIRTH CERTIFICATE**

If you are a youth who is still in foster care, ask your county social worker or probation officer to help you to obtain a copy of your birth certificate.

If you are emancipated from foster care, you may obtain a copy of your birth certificate two ways. In general, contacting the county where you were born will be the fastest method:

**From the California County Where You Were Born**

***Generally, contacting the county where you were born will be the fastest method of obtaining your birth certificate.***

If you were born in California and know the county, you can contact the county office that provides birth certificates. (For example, in Sacramento County, you would contact the Birth & Death Records Office.) These offices can be found through telephone information and in telephone books for the appropriate county.

**From The California Department of Vital Records**

***Please note: this method can take three months or more for you to receive the certified copy of your birth certificate.***

To use this option, you will need to take the following steps:

- Obtain and complete the form called "Application for Certified Copy of Birth Certificate." Click below for a copy or call the Office of Vital Records Mondays through Fridays from 8 a.m.-12 at 916-445-2684. (This will be a recorded message and is often busy.)

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx>

- The completed Application form includes a sworn statement by the person completing the application. The statement on the form must be notarized by a Notary Public before it is sent to the Office of Vital Records. (A Notary Public can be found in places where copies can be made or business services are offered such as FedEx Kinko's or UPS Stores. They can also be located in the yellow pages of the phone book.) This means you should not sign the form until you are in the presence of a Notary Public who can witness your signature.
- A personal check or money order should be made payable to the Office of Vital Records. The current cost is \$14.00, but to verify current fees call 916-445-2684.
- Once the form is completed and notarized, send the form and your check or money order to the following address:

- California Office of Vital Records  
MS: 5103
  - P. O. Box 997410  
Sacramento, CA 95899-7410
- If your mailed application does not include a notarized statement sworn under penalty of perjury, the application will be rejected as incomplete and returned to you without being processed.

A birth certificate is necessary for many different activities once you are emancipated from foster care, so be sure to obtain one as soon as you can!