



# APPLICATION FOR A FLORIDA BIRTH RECORD FLORIDA DEPARTMENT OF HEALTH IN BREVARD COUNTY

OFFICE OF VITAL STATISTICS

2565 JUDGE FRAN JAMIESON WAY, VIERA, FL 32940

HOURS: MONDAY - FRIDAY 8:00 AM TO 4:00 PM

Phone: (321) 454-7163 Fax: (321) 454-7164

**Read the FRONT AND BACK of this application:** Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant must complete this application and provide valid photo identification, if a mail request, a copy of the valid photo identification must be provided. If applicant is not one of the above, the Affidavit to Release a Birth Certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport, and/or Military Identification Card.**

### SECTION A: REGISTRANT INFORMATION

|  |          |              |   |                              |
|--|----------|--------------|---|------------------------------|
| CHILD'S FULL NAME AS SHOWN ON BIRTH RECORD         | FIRST    | MIDDLE       | LAST  | SUFFIX                       |
| IF NAME WAS CHANGED SINCE BIRTH, INDICATE NEW NAME | FIRST    | MIDDLE       | LAST  | SUFFIX                       |
| DATE OF BIRTH                                      | MONTH    | DAY          | YEAR (4 DIGIT)                                    | STATE FILE NUMBER (If known) |
| PLACE OF BIRTH                                     | HOSPITAL | CITY OR TOWN | COUNTY  |                              |
| MOTHER'S / PARENT'S NAME                           | FIRST    | MIDDLE       | LAST NAME PRIOR TO FIRST MARRIAGE (If applicable) | SUFFIX                       |
| FATHER'S / PARENT'S NAME                           | FIRST    | MIDDLE       | LAST NAME PRIOR TO FIRST MARRIAGE (If applicable) | SUFFIX                       |

### IMPORTANT INFORMATION

*Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any 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.*

### SECTION B: APPLICANT (adult requesting certificate) INFORMATION

|   |   |   |
|---|---|---|
| Applicant's Name<br>TYPE OR PRINT                 | FIRST, MIDDLE, LAST (INCLUDING ANY SUFFIX)        | SIGNATURE OF APPLICANT  |
| HOME PHONE NUMBER<br>( )                          | MAILING ADDRESS (INCLUDE APT. NO., IF APPLICABLE) | RELATIONSHIP TO REGISTRANT                                      |
| ALTERNATE PHONE NUMBER<br>( )                     | CITY  | STATE   |
|   |   | ZIP CODE  |
| IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO. | LICENSE/ BAR NUMBER                               | NAME OF PERSON REPRESENTED AND THEIR RELATIONSHIP TO REGISTRANT |

### SECTION C: COUNTY HEALTH DEPARTMENT FEE INFORMATION

**Driver's License Number / ID Information:**

|   | Quantity | Cost              | Total Amount |
|---|----------|-------------------|--------------|
| COMPUTERIZED CERTIFIED BIRTH CERTIFICATE COPY         |          | \$12.00 per copy  |              |
| PROTECTIVE PLASTIC COVER                              |          | \$2.00 per unit   |              |
| SHIPPING & HANDLING FOR MAIL-IN REQUESTS ONLY         |          | \$2.00 per order  |              |
| RUSH FEE FOR FAX ORDERS WITH CREDIT CARD PAYMENT ONLY |          | \$10.00 per order |              |
| NEXT DAY DELIVERY (*)                                 |          | \$18.00 per order |              |

**TOTAL AMOUNT ENCLOSED**

**Acceptable form of payment: Cash, Money Order, Visa, Mastercard and Debit Cards - No Personal Checks  
Please do not mail cash with your mail-in requests.**

**Make Money Order payable to the BREVARD COUNTY HEALTH DEPARTMENT**

**Credit Card Authorization required for mail and fax orders**

(\*) Excludes weekends and holidays. Rate available only in the 48 contiguous States of the U.S.A.

Additional delivery fees may apply to U.S. Territories and other countries

## INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

**COMPUTER CERTIFICATION:** computer certifications are accepted by all state and federal agencies and used for any type of travel.

A computer certification has two different formats:

1. A certification of a registered birth (2004 to present), supplies the following facts of birth: Child's Name, Date of Birth, Sex, Time, Weight, Place of Birth (City, County and Location) and Parents' Information.
2. A certification of a registered birth (1930 to 2003), supplies the following facts of birth: Child's Name, Date of Birth, Sex, County of Birth and Parents' Name.

**AVAILABILITY:** Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865.

**ELIGIBILITY:** Birth certificates can be issued only to:

1. Registrant (the child named 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
5. Other person(s) by court order (must provide recorded or certified copy of court order)

In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

Any person of legal age may be issued a certified copy of a birth record (except for those birth records under seal) for a birth event that occurred over 100 years ago.

**BIRTH RECORDS UNDER SEAL:** Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in the usual manner. For a record under seal, write to:

BUREAU OF VITAL STATISTICS  
ATTN: Records Amendment Section  
P.O. BOX 210  
Jacksonville, FL 32231-0042

**REQUIREMENT FOR ORDERING:** If applicant is self, parent, legal guardian or legal representative, the applicant must provide a completed application along with valid photo identification, if a mail request, a copy of the valid photo identification must be provided. If legal guardian, a copy of the appointment orders must be included with the request. If legal representative, the attorney bar number, and a notation of whom the attorney represents and that person's relationship to the registrant must be included with your request. If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport and/or Military Identification Card.

If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958, 08/2010) submitted with your application for the birth record along with a copy of the registrant's valid photo identification as well as the applicant's valid photo identification.

**RELATIONSHIP TO REGISTRANT:** A person ordering his or her own certificate should enter "SELF" in this space. Also, explain if name has been changed; married name, name changed legally (when and where), etc. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

**NONREFUNDABLE:** Vital record fees are nonrefundable.

**APPLICANT'S SIGNATURE:** Is required, as well as his/her printed name, residence address and telephone number.

|  |
|--|
| <b>COUNTY HEALTH DEPARTMENT NAME AND ADDRESS</b> |
|--|

**Information about your local County Vital Statistics Office:  
FLORIDA DEPARTMENT OF HEALTH IN BREVARD COUNTY**

**OFFICE OF VITAL STATISTICS  
2565 JUDGE FRAN JAMIESON WAY  
VIERA, FL 32940**

**Phone: (321) 454-7163 Fax: (321) 454-7164**

**Mail Requests to:**

**Florida Department of Health in Brevard County  
Vital Statistics  
2565 Judge Fran Jamieson Way, Viera, FL 32940**

**Fax requests to: (additional \$10 rush fee applies)  
(321) 454-7164**

**Apply in Person:**

**Monday through Friday from 8:00 A.M. to 4:00 P.M. at  
2565 Judge Fran Jamieson Way, Viera, FL 32940**

**For additional information, contact us at:  
(321) 454-7163 from 8:00 A.M. to 4:00 P.M. Eastern Time**