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ARIZONA DEPARTMENT OF HEALTH SERVICES

Bureau of Vital Records Request for Copy of Birth Certificate

Date Stamp Here

Attention Applicants: All fields with an asterisk (*) next to the field header are required fields that must be completed.

Info

For Office Use Only – State File Number	Order Number	Security Paper Number(s)

Please visit the Bureau of Vital Records website https://www.azdhs.gov/director/vital-records/index.php for the following information:

- Fees - $20 Certified copy; $30 Correction/Amendment
- Locations, office hours, and availability of services
- Eligibility requirements and acceptable identification
- Correction, amendment, and registration information
- Download forms

Telephone: 602-364-1300
Apply Online: www.VITALCHEK.com (Refer to website for their current fees)

CUSTOMER MAIL IN CHECKLIST

- ☐ Clear photocopy of the front and back of your valid, signed government photo ID OR have your signature notarized
- ☐ Proof of relationship enclosed is required (birth certificates, certified court documents, marriage certificate, etc)
- ☐ Sign the application/Original signature required
- ☐ Include self-addressed stamped envelope
- ☐ Correct fee enclosed, please do not mail cash- https://www.azdhs.gov/director/vital-records/index.php#fee-schedule
- ☐ Notary is not applicable for gov't agency requests, please submit copy of gov't agency ID badge.

Order Info

Today's Date	# of Certified Copies Requested*	# of Non-Certified Copies Requested	Purpose of Request	
			Payment Method	Enclosed Fee $

Credit Card Info

Payment Information: ☐ VISA ☐ MASTER CARD ☐ AMERICAN EXPRESS ☐ DISCOVER CARD

__ __ __ __-__ __ __ __-__ __ __ __-__ __ __ __ (Card Number*) __ __ / __ __ (Card Expiration Date*) _____ (CVV#*) _____ (Billing Zip Code*)

*If credit card does not belong to applicant, you must submit a clear copy of the credit card holder's valid, current government photo ID with signature.

_____ Print Name of Card Holder*

_____ Signature of Card Holder*

Amount to be Charged $

Birth Certificate Info

Date of Birth*	Sex* ☐ Male ☐ Female	Name on Birth Certificate* First Middle Last	
Place of Birth Town/City County State			Hospital
Mother's/Parent's Full Name Prior to First Marriage – Printed* First Middle Last			Date of Birth / State (if US) or Country of Birth
Father's/Parent's Full Name – Printed* First Middle Last			Date of Birth / State (if US) or Country of Birth
Does person on certificate belong to an Arizona Tribe? ☐ Yes ☐ No			If yes, please specify Tribe:

Person Requesting

Applicant's Full Name – Printed* First Middle Last

Applicant's Signature* | Signature Date*

Mailing Address* Street Apt/Suite # City State Zip

Daytime Telephone Number* | Email Address*

Your Relationship to Person on Certificate–Check One* *PROOF of relationship MUST be provided. Documentation must be provided to support eligibility.

☐ Parent ☐ Self ☐ Brother/Sister ☐ Grandparent ☐ Legal Guardian ☐ Spouse ☐ Gov't Agency ☐ Other: _____

☐ Self, I am at least 16 years of age and either have no residential address or I am in the Department of Child Safety's (DCS) custody. [Arizona Revised Statute 36-324(F)]

Notary Area

Applicable only if no government issued photo ID is available

State of _____ County of _____

On this _____ day of _____, 20____ before me personally appeared _____ (name of signer), whose identity was proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledges that he/she signed the above document.

Notary Signature _____ My Commission Expires: _____

Affix Seal/Stamp Here

Office Use Only

- ☐ ID Verified/Notarized Application
- ☐ Proof of Eligibility Verified
- ☐ CC Holder's ID Verified

Date Issued: _____

Verification:
- ☐ Insufficient
- ☐ Process

Insufficient Reason:
- ☐ No Fee/Incorrect Fee
- ☐ Incorrect Payment Type
- ☐ CC Expired
- ☐ ID Expired/Invalid
- ☐ Need Clear Copy of ID
- ☐ Need CC Holder's ID w/ Signature
- ☐ Need ID w/ Signature
- ☐ Need Signature
- ☐ Signatures Do Not Match
- ☐ Applicant Ineligible
- ☐ Not an AZ Record
- ☐ Need Documents
- ☐ Other: _____

ARIZONA DEPARTMENT OF HEALTH SERVICES

PARTICIPATING OFFICE LOCATIONS

For walk-in customer service, please visit your nearest local county vital records office providing walk-in service as listed below.

Please note payment types accepted at various office locations: Cash **(C)** - in person only, Money Order/Cashier's Check **(MO)**, Personal Check **(PC)**, Credit Cards **(CC)**, Debit Cards **(DC)**.

Please visit https://www.azdhs.gov/director/vital-records/index.php#local-county or call for the most current fee schedule for each office.

State Bureau of Vital Records
Mail to: PO Box 6018
Phoenix, AZ 85005
(602) 364-1300
(C)-In Person Only (MO) (CC) (DC)
150 North 18th Ave., Ste.120
Phoenix, AZ 85007

Apache County Public Health Services District
75 West Cleveland 2nd Floor
St. Johns, AZ 85936
(928) 337-7525
(MO) (CC) (DC)
Mail to: P.O. Box 697
St. Johns, AZ 85936

Cochise County Health and Social Services
Office of Vital Records
Sierra Vista Office
4115 E. Foothills Dr.
Sierra Vista, AZ 85635
(520) 432-9406
(C) (MO) (CC) (DC)

Douglas Office
1012 North G Ave. Ste.101
Douglas, AZ 85607
(520) 805-5606
(C) (MO) (CC) (DC)

Bisbee Office
1415 Melody Lane, Building A
Bisbee, AZ 85603
(520) 803-3927
(C) (MO) (CC) (DC)

Benson Office
126 W. 5th Street
Benson, AZ 85602
(520) 586-8200
(C) (MO) (CC) (DC)

Wilcox Office
450 S. Haskell Ave.
Wilcox, AZ 85643
(520) 384-7100
(C) (MO) (CC) (DC)
All sites offer same day service.
Please send any mail requests to the Sierra Vista or Bisbee locations only.

Coconino County Health and Human Services Vital Records
2625 N. King St.
Flagstaff, AZ 86004
(928) 679-7272
(C) (MO) (PC) (CC)
https://coconino.az.gov/

Gila County Health & Emergency Management Office of Vital Records
5515 S. Apache Ave., Ste.100
Globe, AZ 85501
(928) 402-8811
(C) (PC) (MO) (CC) (DC)

Graham County Health Department
820 W. Main
Safford, AZ 85546
(928) 428-4441
(C) (MO) (PC) (CC) (DC)

Greenlee County Health Department Office of Vital Registration
253 5th St.
Clifton, AZ 85533
(938) 865-2601
(C) (MO)
Mail to: PO Box 936
Clifton, AZ 85533

Maricopa County Office of Vital Registration Central Valley Office
1645 E. Roosevelt St.
Phoenix, AZ 85006
(602) 506-6805
(C) (MO) (CC) (DC)
Mail to: P.O. Box 2111,
Phoenix, AZ 85001

Glendale Office
5141 W. Lamar Rd.,
Glendale, AZ 85301
(602) 506-6805
(C) (MO) (CC) (DC)

East Valley Office
331 E. Coury Ave.
Mesa, AZ 85210
(602) 506-6805
(C) (MO) (CC) (DC)

Northwest Valley Office
8088 W. Whitney Dr., Ste 2A
Peoria, AZ 85345
(602) 506-6805
(C) (MO) (CC) (DC)

Goodyear Office
14130 W. McDowell Rd
Goodyear, AZ 85395
(602) 506-6805
(C)(MO)(CC)(DC)

Mohave County Public Health
County Administration Building
Drop Box in lobby
700 W. Beale St.
Kingman, AZ 86401
Mail to: PO Box 7000
Kingman, AZ 86402
(928) 753-0748
(C) (MO) (CC) (DC)
Certified Copies of Birth Certificates are Available by **Mail Only or Drop Box**

Navajo County Public Health Services
District 117 E. Buffalo St.
Holbrook, AZ 86025
(928)524-4750
(MO) (CC) (DC)

Pima County Health Department Vital Records Office
3950 S. Country Club Road Ste.100
Tucson, AZ 85714
(520) 724-7932
(C) (MO) (PC) (CC) (DC)

Pima County Health Department Northwest Service Center
1010 W Miracle Mile
Tucson, AZ 85705
(520) 724-7932
(C) (MO) (PC) (CC) (DC)

Pinal County Public Health Services District
36235 N. Gantzel Rd.
San Tan Valley, AZ 85140
1-866-960-0633
(C) (MO) (CC) (DC)

Pinal County Public Health Services District
41680 W. Smith-Enke Rd.,
Suite 110
Maricopa, AZ 85138
1-866-960-0633
(C) (MO) (CC) (DC)

Pinal County Public Health Services District
Florence - **Mail Only**
P.O. Box 2945
Florence, AZ 85132
1-866-960-0633
(C) (MO) (CC) (DC)

Pinal County Public Health Services District
1729 N. Trekell Rd. Ste.120
Casa Grande, AZ 85122
1-866-960-0633
(C) (MO) (CC) (DC)

Pinal County Public Health Services District
1870 W. American Ave.
Oracle, AZ 85623
1-866-960-0633
(C) (MO) (CC) (DC)

Pinal County Vital Records Office
60 E Main St
Superior, AZ 85173
1-866-960-0633
(C) (MO) (CC) (DC)

Santa Cruz County Health Services
2150 N. Congress Dr. Ste. 204
Nogales, AZ 85621
(520) 375-7773
(C) (MO) (PC) (CC) (DC)

Yavapai County Health Department
1090 Commerce Dr.
Prescott, AZ 86305
(928) 771-3125
(C) (MO) (PC) (CC/DC)
Certified Copies of Birth Certificates and Death Certificates are Available by Mail Only

Yuma County Health Services
Vital Records Department
2200 W. 28th St.
Yuma, AZ 85364
(928) 317-4530
(C) (MO) (CC)