How to Obtain a Certified Copy of a Sealed Record

Instructions

1. Complete a separate application for each record requested.
2. Select the appropriate certificate type you are requesting.
3. Complete all parts. Provide as much information as possible to help identify the record.
4. Indicate the number of copies and submit the appropriate fees.
5. Mail completed applications with the fee(s) to the address below.

What to Submit for a Sealed Record

- ☐ Completed "Application for Requesting a Sealed Record" (CDPH 9126).
- ☐ Certified copy of the court order instructing CDPH-VR to release sealed record(s) **- Not required if the Registrant is requesting records that have been sealed after a gender change or a filed Voluntary Declaration of Parentage (VDOP)**.
- ☐ Appropriate fees in the form of a check or money order in US dollars, made payable to CDPH-Vital Records. **Do not send cash.**
  - $31 per copy for birth
  - $19 per copy for marriage

Applicant Notification

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, no certified court order, etc.), the request will be returned with a letter explaining what needs to be corrected; or,
- If your request is accepted, CDPH-VR will process the application and mail out a copy of the certificate(s) you requested.

Processing Times

To check current processing times for certified copies of birth certificates, visit the CDPH-VR Website (www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx).

If you have any questions, please contact the CDPH-VR Customer Service Unit, Monday through Friday, 8AM – 4PM.

Privacy Notice: The information contained in this document is necessary to locate the original sealed record. This information is confidential and any reproduction or distribution of this document is strictly prohibited.

California Department of Public Health | Vital Records – MS 5103
P.O. Box 997410 | Sacramento, CA 95899-7410
(916) 445-2684 | CHSIVitalRecords@cdph.ca.gov

Application for Requesting a Sealed Record

Certificate Type: ☐ **Birth Certificate ($31.00)** ☐ **Marriage Certificate ($19.00)**

Please read the instructions on page 1 before completing the application.

A sealed record refers to the original certificate that has been sealed and replaced with an amended certificate. Copies of the original (sealed) record will be issued as a certified informational copy and cannot be used for identification purposes.

Records that have been sealed after a gender change of the registrant and/or parents, or filed Voluntary Declaration of Parentage (VDOP), will be available upon a properly completed application **or** court order. For all other sealed record requests, a court order is required.

Part 1 - Current Name on Certificate

First Name	Middle Name	Last Name
City of Event (must be California)	County of Event	Date of Event - MM/DD/YYYY (or approximate date)
Parent First Name	Parent Last Name at Birth	Parent First Name	Parent Last Name at Birth
Second Person - Name on Marriage Certificate (If Applicable)			
First Name	Middle Name	Last Name

Part 2 - Original Name on Birth/Marriage Certificate

First Name	Middle Name	Last Name
Date Record was Sealed (or approximate date)	Reason for Sealing (Adoption, VDOP, Adjudication, Gender)	
Parent First Name	Parent Last Name at Birth	Parent First Name	Parent Last Name at Birth
Second Person - Name on Marriage Certificate (If Applicable)			
First Name	Middle Name	Last Name

Part 3 - Applicant Information: *Please print all information legibly.*

Applicant Name	Mailing Address: Number, Street, and Unit # (if applicable)		
Zip Code	City	State/Province	Country
Telephone (include area code)	Email Address	Relationship to Registrant Listed in Part 1	

Application Checklist:

☐ Check/Money Order Enclosed **(Please Do Not Send Cash)**	☐ Certified Court Order (if applicable)	**Number of Copies**	_____

You may view current processing times at www.cdph.ca.gov