OKLAHOMA
State Department of Health

Stillbirth Certificate Request Form

Please follow the instructions below when submitting your application.

- ☐ **Completed Request Form:** Ensure the form is fully completed and signed by the applicant. Incomplete forms will not be processed.
- ☐ **Legal Photo ID:** Include a photocopy of a current, valid, legal photo ID for the applicant. Please refer to the attached list of acceptable IDs to confirm compliance. The photo ID must be clear and legible.
- ☐ **Fees:** Submit the full payment of all applicable fees. Requests with incomplete payment will not be processed.
- ☐ **Proof of Eligibility:** Provide documents or evidence to establish the applicant's eligibility. This must be clear and meet the outlined requirements.
- ☐ **Parents requesting to receive a birth certificate must sign below.**

Important Note: If any of these items are missing, the request will not be processed. Double check all documentation before submission to avoid delays.

STEP 1: Certificate Information

Full Name at time of birth (certificate holder) first name	middle name	last name (and suffix if applicable)	
Date of Birth (MM/DD/YYYY)	**Place of Birth** Oklahoma City and/or County		**Sex** ☐ Male ☐ Female
Father's Full Name first name	middle name	last name (and suffix if applicable)	
Mother's Full Name first name	middle name	last name (maiden name prior to first marriage)	

STEP 2: Your Information and Shipping Address

Your Full Name (applicant) first name	middle name	last name (and suffix if applicable)	
Current Mailing Address (Required) (include apt number if applicable)	**City/State/Zip**	**E-mail Address**	☐ **No email**
Daytime Telephone Number	**Applicant Signature** (REQUIRED: Application will not be processed without parent signature and established eligibility By signing below, I declare that all information provided on this request is true and correct.		**Date Signed** (MM/DD/YYYY)

STEP 3: Complete the Order Information Below

ITEM DESCRIPTION	QTY	PRICE	SUB-TOTAL
Certified copies of Stillbirth Certificate ($15 each - includes search fee)		**$15.00**	$
Number of Memorial copies of Certificate of Birth Resulting in a Stillbirth requested ($15 each - includes search fee) **This certificate shall not be used as evidence of live birth or for identification purposes.**		**$15.00**	$
Maximum five (5) applications per order/envelope		**TOTAL**	**$**

A **NON-REFUNDABLE**, **NON-TRANSFERABLE** record search fee of $15 includes the issuance of one certified copy if the record is found; additional copies are $15 each.

If no record is found, the fee will not be refunded. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

STEP 4: Payment Information

Select Payment Method. **DO NOT SEND CASH** (Submit separate payment for each application)

☐ **Credit Card** ☐ **Personal Check** ☐ **Money Order**

Make checks payable to OSDH VR

Credit Card Information (if paying by Credit Card)
Charges will appear on your credit card statement as VCN OK VITAL RECORDS

Credit Card Number _____ Expiration Date _____

Cardholder's Signature _____ Date _____

STEP 5: Mail Your Signed and Completed Form

Please mail your signed and completed form, along with ID and additional documentation (if required) to:

Vital Records
Oklahoma State Department of Health
P.O. Box 248964
Oklahoma City, OK 73124-8964

All orders will be shipped via U.S. Postal Service regular mail.

Acceptable ID Requirements

Primary Photo ID – One (1) is required May be expired up to 3 years.
U.S. Issued Driver License or Identification Card
U.S. Passport [MUST be signed]
United States of America B1/B2 Visa/Border Crossing Card – form DSP-150
Foreign Issued Passport with Visa (I-94)
Government Issued Military Photo ID (VA Photo ID included)
Tribal Photo Identification Card
Oklahoma Self-Defense Act (SDA) License or OK Concealed Carry Permit
Resident Alien Card (Form I-551)
Employment Authorization Card (Form I-766) or (Form I-688A)
Temporary Resident Card (Form I-688)
OK DOC, Federal Bureau of Prisons (BOP) or Federal Correction Institution (FCI) photo ID
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.]
Oklahoma institution of higher education [MUST include name, school, date, and contact info for the school.]
Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]

Secondary ID – Two (2) are required At least one must show a current address dated within the last 6 months. Certificates issued based on secondary IDs will be mailed to the current address demonstrated on the identification.
Pay Stub or W2
Bank Statement (redact account number and balances) and/or Utility Bill with name and current address
Social Security Card (must be signed) or SSA Record Earnings Statement with current address
U.S. Selective Service Card
Copy of Official Police Report or Arrest Record with name and current address
School Transcript
Non-Oklahoma State-Issued Temporary ID
Oklahoma lifetime Hunting or Fishing License
Marriage Certificate (Certified English Translation, if applicable)
Car Registration, Title or Insurance/Security Verification Form issued to the applicant with current address
Government Issued Benefit Statement (e.g. DHS, WIC or SSA) with name and current address
Non-Oklahoma Dept of Corrections (DOC) ID Card IF also provide Release/Discharge Papers with name and current address
Oklahoma DOC Consolidated Record Card (CRC). [Note: If the subject of record is currently incarcerated, application should be made through the DOC Case Manager and DOC Liaison.]
Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]

Oklahoma Stillbirth Certificate Information

In accordance with Oklahoma State Statutes, a Stillbirth (Fetal Death) certificate must be filed within three (3) days after the delivery for registration. The funeral director or person acting as such who first assumes custody of a fetus shall file the fetal death certificate. In the absence of such a person, the physician or other person in attendance at or after the delivery shall file the certificate of fetal death. He shall obtain the personal data from the next of kin or the best-qualified person or source available. He shall complete the certificate as to personal data and deliver the certificate to that person responsible for completing the medical certification of cause of death within twenty-four (24) hours after delivery. The medical certification shall be completed and signed within forty-eight (48) hours after delivery by the physician in attendance at or after delivery, except when inquiry into the cause of death is required by Section 938 of this title [O.S. §63.1-318]

ELIGIBILITY

By state law, Certificate of Birth Resulting in a Stillbirth are not open for public inspection and may only be requested by the parent of the stillborn child. By signing the request, you are indicating that you are the parent of record.

FEES

Certified Stillbirth/Fetal Death Certificate……$15.00
This certificate is a certified copy of the original Stillbirth Certificate

Memorial Certificate of Birth Resulting in Stillbirth……$15.00
In accordance with the Missing Angel Act – Christopher and Kendall's Law- this memorial certificate will become available November 1, 2008. It is only available to the parents of the stillborn child. This is not a new certificate, but is an abstract of the information recorded on the Legal Fetal Death/Stillbirth certificate and was designed to memorialize the stillbirth event. This certificate shall not be used as evidence of live birth nor for identification purposes. The Memorial Certificate is printed on an 8½ " x 11" page with a dark trim, on a sea foam green background bearing a white dove. The Certificate will reflect the name, date of delivery, place of birth, and parent's names.

GENEALOGY AND RESEARCH RECORDS

OK2Explore is a free searchable index of births and deaths that occurred in the state of Oklahoma. This includes records of births occurring in Oklahoma 20 or more years ago and records of deaths occurring in Oklahoma five (5) or more years ago.

QUESTIONS

If you have any questions, visit our official website: https://oklahoma.gov/health/services/birth-and-death-certificates.html