OKLAHOMA
State Department of Health

Birth 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.

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)	**Sex** ☐ Male ☐ Female
Date of Birth (MM/DD/YYYY)	**Place of Birth** Oklahoma City and/or County		**Still Living?** ☐ Yes ☐ No
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)	

This request is being made by: (see included eligibility instructions)

☐ Subject of the record ☐ Parent ☐ Legal Guardian or custodian ☐ Authorized Agent, specify: _____

Purpose for which the birth certificate is needed:

☐ Driver's license ☐ Social Security ☐ Passport ☐ School ☐ State Assistance Program ☐ Other _____

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	**Date of Application**	**Applicant Signature (required)**

STEP 3: Complete the Order Information Below

ITEM DESCRIPTION	QTY	PRICE	SUB-TOTAL
☐ Standard Certified Copy - ($15 each - includes search fee)		**$15.00**	$
☐ Special Commemorative Heirloom Birth Certificate (Includes one (1) certified copy)		**$35.00**	$
☐ Delayed registration, amendment, paternity, adoption, or legitimation requests only (one-time initial fee and includes one certified copy)		**$40.00**	$
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.

Oklahoma Birth Eligibility Requirements

- Only individuals listed on the birth certificate (Self, Mother, Father), an immediate family member, or a legal representative are eligible to obtain Oklahoma birth certificates. If you are not one of the individuals named on the birth certificate, you must provide additional documentation with your completed application to verify your relationship to the person named on the certificate or your legal need for the certificate.
- If person named on the birth certificate is deceased, you may be required to submit a copy of their death certificate before the record can be issued.
- All eligibility documents are subject to review.

Effective Nov 1, 2014, records of births occurring at least 125 years ago are open record and do NOT require proof of eligibility.

Relationship to Person Named on Certificate	**Additional Eligibility Required** (in addition to required identification)
• Attorney for Subject • Individual with a court order for release of record	Affidavit from attorney on Practice letterhead affirming representation of the client and their relationship to the Subject of record
• Adoptive Parents (Pre-adoption)	Until the adoption has been finalized, and the record has been replaced, adoptive parents are not authorized to receive a copy of the child's birth certificate
• Rep with Power of Attorney document • Legal Guardian	Proof of relationship to the Subject of record (e.g., copy of current or most recent court order, Power of Attorney document, etc.)
• Foster Parent	Contact your case worker to obtain a copy of the birth certificate
• Genealogist: Closed Records (Births occurring less than 125 years ago)	**If subject is alive:** Statement signed by the Subject releasing the record to the Applicant and a copy of the Subject's ID **If subject is deceased:** 1) Proof of familial relationship to the Decedent [Note: A copy of the death certificate may be required.] OR 2) Court order
• Other: including but not limited to a spouse, stepparent, grandparent, relative, friend	Statement signed by the Subject (or a named parent if the Subject is under age 18) releasing the record to the Applicant and 1 primary form of ID of the Subject (or of a named parent if the Subject is under age 18)
• DHS Caseworker applying through liaison	Copy of current court order showing the child in agency custody
• DHS Case applying independently	Copy of current court order showing the child in agency custody and Letter on DHS Letterhead authorizing caseworker to apply on the agency's behalf
• DOC Inmate (personal BC)	**Oklahoma:** Submit request through DOC Liaison **Non-Oklahoma:** DOC Liaison/caseworker should submit the following: • Facility ID of inmate • Copy of case worker's government ID or letter on facility letterhead vetting the inmate location and status

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 Birth Certificate Information

NAME CHANGES

If a change to the name of the subject of the birth record has occurred as a result of legal action, the person requesting the birth record must identify in the place marked "full name at birth" the current legally altered name of the subject of the birth record, and that name must agree with the information that now appears on the certificate. If a change needs to be made to the record, complete the request with the information that currently appears on the certificate and attach a letter specifying the changes. (Additional Instructions will be mailed once the request has been reviewed.)

AVAILABLE RECORDS

Oklahoma began filing death records in October of 1908; however, filing did not become mandatory until 1917. Prior to 1940 filing continued to be somewhat sporadic, which may prove problematic for families who are requesting records for genealogy purposes.

OPEN RECORDS

Effective Nov 1, 2014, records of births occurring at least 125 years ago are open record and do not require proof of eligibility.

SUBJECT OF THE BIRTH RECORD IS DECEASED

If the subject of the original Certificate of Birth is deceased, the birth record will be marked with a notation indicating that the subject of the record is deceased.

HEIRLOOM BIRTH CERTIFICATES

$35 fee includes one certified copy of the birth record in addition to one Heirloom certificate. The Heirloom Birth Certificate is 8 1/2 x 11" with a chocolate brown and mint green color palette bearing a depiction of a Redbud, the state tree. The certificate will reflect the child's name, date of birth, gender, place of birth and the names of the parents.

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.

NOT BORN IN OKLAHOMA

If you were not born in Oklahoma, please visit https://www.cdc.gov/nchs/w2w for a complete listing of national vital statistics offices.

QUESTIONS

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