



# 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 to:

1. Registrant (the child named on the record) if of legal age (18)
2. Parent(s) listed on the Birth Record

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 more than 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:** Applicant (self or parent) must provide valid photo identification. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport** and/or **Military Identification Card.**

**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.

**FEES ARE NONREFUNDABLE:** Fees are nonrefundable, except fees paid for additional copies when no record is found. These are refunded on written request.

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

<b>COUNTY HEALTH DEPARTMENT NAME &amp; ADDRESS</b>
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<b><u>FLORIDA DEPARTMENT OF HEALTH IN PASCO COUNTY</u></b>
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13941 15th Street, Suite #212 Dade City, FL 33525 (352)521-1450, Menu Option 6 FAX (352) 521-1386
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10841 Little Road, Bldg. B New Port Richey, FL 34654 (727) 861-5250, Menu Option 6 FAX (727) 861-4815
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**PLEASE VISIT THE BUREAU OF VITAL STATISTICS WEBSITE**

[www.FloridaVitalStatisticsOnline.com](http://www.FloridaVitalStatisticsOnline.com)