

# Birth Certificates

Birth records are only available to the person on the record if 18 years or older; the parents shown on the record; or a legal guardian or legal representative of the child, as long as written legal evidence is submitted as proof thereof.

When ordering a birth record, please submit the following:

- [Birth Certificate Application](#) for Search of Birth Record Files, completed in full and signed; or a signed letter setting forth the child's full name at birth; date of birth; city, county, and hospital where birth occurred; full name of parents shown on the record, including mother's maiden name;
- Legible copy of your valid photo I.D. card; ([Click Here](#) to see what is considered a valid identification);
- Proof of legal guardianship or representation, if applicable;
- A self addressed stamped envelope;
- Fees for certified copies of birth certificates are \$12.00 for the first copy and \$6.00 for each additional.(Resolution 649)

[Vital Records Birth Search](#)