

Applying for a Certified Copy of an Arizona Birth Certificate by Mail



Application for a certified copy of an “As Is” Arizona Birth Certificate is available by mail. Arizona Birth Certificate request that require corrections must be made in person.

Same day services are available Monday – Friday at the Coconino County Public Health Services District Birth Certificate Office, 2625 N. King Street, Flagstaff. Limited Vital Record services are also available in Page, Tuba City and Leupp. Information is available at www.coconino.az.gov/birthcertificates.

To apply for an Arizona Birth Certificate by mail, the following items must be submitted:

- A completed Application for a Certified Copy of Birth Certificate Available at www.coconino.az.gov/birthcertificates.
- A copy of the **front and back** of a valid government-issued picture identification which bears the signature of the applicant or a notarized signature. **Note:** If the applicant is not the registrant or the parent named on the certificate, proof of eligibility must be included.
- A self-addressed stamped envelope must be included with the request
- Enclose payment of \$20.00 per copy.
 - Acceptable payment methods are: cashier’s checks, money orders, personal checks, Visa, or MasterCard. **NO CASH Accepted.**
 - Cashier’s checks, personal checks and money orders must be the exact amount and made payable to **CCPHSD** (Coconino County Public Health Services District)
 - There is a **\$25.00** returned check fee assessed to all bad checks. In addition, if the balance remains unpaid after multiple collection attempts, the check may be forwarded to the County Attorney’s Bad Check Program for further collection efforts.
 - Credit/debit card payments must include the type of card, full card number, expiration date and 3 digit security code on the application.
 - A self-addressed, stamped return business envelope.
 - * Additional postage may be required if requesting multiple copies

NOTE: An incomplete application or any of the following will delay the processing of a birth certificate request:

- No self-addressed and stamped return envelope
- Denied payment method
- Missing or unacceptable identification

NOTE: The average processing time for applications submitted through the mail is **10** business days from the date the application is received.

Mail completed applications and required documents to:

Coconino County Public Health Service District, Birth Certificate Services
2625 N. King Street, Flagstaff, AZ 86004

More information is available at: <http://www.coconino.az.gov/birthcertificates> or 928- 679-7272, toll-free at 1- 877 679-7272.