



The Coconino County Public Health Services District (CCPHSD) offers birth records ONLY for births that occurred in Arizona. To obtain a certified copy of a birth certificate from another state, you must contact that state's vital records office.

Arizona is a "closed record" state, meaning that vital records are not public records. Arizona law restricts the public's access to vital records as follows to protect the confidentiality rights of citizens. In addition to a valid government issued identification, the following information is necessary in order to obtain a Birth Certificate.

1. Only persons 18 years of age or older may obtain a certified copy of a birth certificate.
2. Date of birth and place of birth, which should also include the city, county and name of hospital where birth occurred.
3. Mother's maiden last name, and if the mother is married or if the couple is not married but filed a paternity affidavit at the hospital, then include father's information.
4. Your relationship to the person on the certificate. With few exceptions, only immediate family can obtain birth certificates. Please call 928-679-7272 for more information. The request must be signed by the applicant and you must provide us with a copy of a currently valid, signed government issued picture I.D., such as a driver's license or state I.D.
5. Proof of relationship is required (e.g. birth certificate, death certificate, trusts, wills, marriage certificates – only ORIGINALS will be accepted)

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Please initial each of the following statements, indicating that you have read each statement and understand the information presented.

\_\_\_\_\_ **Births from 1990 to present** – CCPHSD can issue these birth certificates the same day. They are \$15 each and are considered complete.

\_\_\_\_\_ **Births from 1950 through 1989** - CCPHSD can only issue an "As Is" birth certificate. The "As Is" birth certificate is a computer generated certified copy and is limited to basic information such as the name of the registrant, date of birth, county of birth, registrant's gender, and parents' names. The "As Is" birth certificate costs \$15 with NO REFUND and is issued the same day.

\_\_\_\_\_ **Births prior to 1950** – CCPHSD **CANNOT** issue certificates for births that occurred prior to 1950. The applicant must mail a completed application and payment to the State Office of Vital Records. Applications are available at the CCPHSD office or online at <http://www.azdhs.gov/vitalrcd/forms.htm>.

\_\_\_\_\_ **Corrections and Amendments** - CCPHSD can only correct or amend records for births that occurred from 1997 to present. For births that occurred prior to 1997, paperwork must be sent to the State Office of Vital Records. The cost to correct or amend a record is \$23, and includes a free birth certificate.

Payment in the form of Cash, Cashier's Check, Money Order, Visa, MasterCard, Discover, and Personal Check is accepted. The **Applicant** is the person submitting the application. The **Registrant** is the person whose birth certificate is being requested.

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Applicant Name (PRINT)

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Applicant Signature

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Date

1/20/2011