



# FLORIDA DEPARTMENT OF HEALTH SUWANNEE COUNTY

P.O Drawer 6030, Live Oak, FL 32064  
 APPLICATION FOR FLORIDA BIRTH RECORD  
 (For County Health Department Use Only)

**IF BIRTH OCCURRED BEFORE 1917, STOP HERE !!**

( If born before 1917, you will have to apply for your certificate from VS Office, Jacksonville, Florida.)

**Requirement for ordering:** If applicant is self, parent, guardian, or legal representative, then the applicant must complete this application and provide a copy of a **valid photo identification**. If applicant is not one of the above, the Affidavit to Release a Birth Certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport, and/or Military Identification Card.

CHILD'S FULL NAME AS SHOWN ON BIRTH RECORD	FIRST	MIDDLE	LAST	SUFFIX	
IF NAME WAS CHANGED SINCE BIRTH. INDICATE NEW NAME	FIRST	MIDDLE	LAST	SUFFIX	
DATE OF BIRTH	MONTH	DAY	YEAR (4-DIGIT)	STATE FILE NUMBER (If known)	SEX
PLACE OF BIRTH	HOSPITAL		CITY OR TOWN		COUNTY
MOTHER'S MAIDEN NAME (Name before marriage)	FIRST	MIDDLE	LAST	SUFFIX	
FATHER'S NAME	FIRST	MIDDLE	LAST	SUFFIX	

**IMPORTANT : UNLESS INDICATED BELOW, APPLICANT MUST BE THE ONE PICKING UP BIRTH CERTIFICATE**

\*\*\*\* PHOTO ID IS REQUIRED TO OBTAIN ANY BIRTH RECORD \*\*\*\*

**FEE: \$15.00 EACH COPY-** Attach payment to application before returning to desk clerk.

**MAKE CHECK OR MONEY ORDER PAYABLE TO: SUWANNEE COUNTY HEALTH DEPARTMENT**

( Checks returned by your bank will be subject to a \$15.00 returned check fee.)

NUMBER of Copies Requested : \_\_\_\_\_

### APPLICANT INFORMATION

*Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.*

Applicant's Name <b>TYPE OR PRINT</b>	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)	
ADDRESS (INCLUDE APT. NO., IF APPLICABLE)	CITY		STATE	ZIP CODE
HOME PHONE NUMBER ( )	RELATIONSHIP TO REGISTRANT (Self, Mother, Father) REASON NEEDED (Drivers License, Employment, Passport, School/Sports, Social Security, Travel, Other)		SIGNATURE OF APPLICANT	
WORK PHONE NUMBER ( )				
IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO.	IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT AND THEIR RELATIONSHIP TO REGISTRANT			

**The person listed has my permission to pick up certificate**  
**Name:** \_\_\_\_\_  
**(Must present valid I.D. when picking up certificate)**

Certificate# \_\_\_\_\_

Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

# 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 which are:

- A certification of a registered birth (2004 to present), supplies the following facts of birth: Childs Name, Date of Birth, Sex, Time, Weight, Place of Birth (City, County and Location) and Parents Information.
- A certification of a registered birth (1930 to 2003), supplies the following facts of birth: Childs Name, Date of Birth, Sex, County of Birth and Parents Name.

**PHOTOCOPY:** A photocopy is a certificate of the registered birth on file. Photocopies of birth certificates are certified documents.

**AVAILABILITY:** Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865. Birth records under seal by reason of adoption, paternity determination or court order cannot be ordered in this manner. For a record under seal, write to

STATE OFFICE OF VITAL STATISTICS  
ATTN: Records Amendment Section  
P.O. BOX 210  
Jacksonville, FL 32231-0042

**ELIGIBILITY:** Birth certificates can be issued only to:

1. Registrant (the child named on the record) if of legal age (18)
2. Parent(s) listed on the Birth Record
3. Legal guardian (must provide guardianship papers)
4. Legal representative of one of the above persons
5. Other person(s) by court order (must provide recorded or certified copy of court order)

In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

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 over 100 years ago.

**REQUIREMENT FOR ORDERING:** If applicant is self, parent, legal guardian or legal representative, then the applicant must provide a completed application along with a copy of a valid photo identification. If legal guardian, a copy of the appointment orders must be included with your request. If legal representative, your attorney bar number, and a notation of whom you represent and their relationship to the registrant must be included with your request. If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport** and/or **Military Identification Card.**

If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958, 2/03) submitted with your application for the birth record along with a copy of a valid photo identification.

**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. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

**NONREFUNDABLE:** Vital record fees are nonrefundable.

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

**TIME OF BIRTH:** This item was not collected on the birth events between 1949 – 1969.

Picked up by: \_\_\_\_\_

(signature)

Date picked up : \_\_\_\_\_

**PLEASE VISIT THE STATE OFFICE OF VITAL STATISTICS WEBSITE**

[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/index.html](http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html)