

Important New Changes

Regarding Birth Certificates

New State laws were enacted to help protect against identity theft, which can involve the issuance of birth records. This legislation requires notarization of applications for these records when requested by mail. It also eliminates our ability to accept phone orders. Effective July 1, 2003, only authorized individuals are permitted to receive AUTHORIZED certified copies. Those individuals not authorized will receive a certified copy with the words "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" imprinted across the face of the certificate. The application on the inside of this brochure identifies those who are authorized.

Additional forms and information may be obtained by visiting our web site at www.riversideacr.com.

Copies are available only for births that occurred in Riverside County. If the birth did not occur in Riverside County, you will need to contact the County where the birth occurred or the State's Registrar of Vital Records.

Birth Certificates Requested by Mail

If you wish to order an Authorized birth certificate by mail, please complete the application inside the brochure. Please sign the Statement of Identity in the presence of a notary so the notary can sign the Certificate of Acknowledgement. The notary is not certifying the relationship, only that you are the person requesting the copy. Please complete where you would like the document(s) sent and number of copies. Each copy is \$28.00. The document(s) will be mailed to you in two to four weeks.

Birth Certificates Requested in Person

You may appear in person at any of our conveniently located offices to receive a birth certificate. **Please do not complete the Statement of Identity or have the form notarized. You will be asked to sign section 4 in front of a clerk and present a government issued picture I.D.**

General Information

Parcel/Owner Information

(951) 955-6200

Exemptions and Exclusions

Homeowners' (951) 955-6200

Disabled Veterans' (951) 486-5809

Seniors' Transfer (951) 955-6200

Parent/Child (951) 955-0400

Fictitious Business Names (DBAs)

(951) 486-7000

Marriage Licenses and Ceremonies

(951) 486-7000

Property Assessments

(951) 955-6200

Certified Copies

Birth/Marriage/Death Certificates

(951) 486-7000

Services Available at Office Locations

Address Changes

Records and Certified Copies

Birth/Marriage/Death

Fictitious Business Names (DBAs)

Marriage Licenses and Ceremonies

Parcel Maps

Property Ownership

Property Records

Property Values

Recording (All Offices Except Blythe)

Recording Services

Document Recording Information

(951) 486-7000

Services Available On-Line

Forms and Applications

Frequently Asked Questions (FAQs)

Grantor-Grantee Index

Fictitious Business Names (DBAs)

Property Sales

Please visit our website:

www.riversideacr.com

Birth Certificate Application



Peter Aldana
Riverside County
Assessor-County Clerk-Recorder

2724 Gateway Dr.
Riverside, CA 92507
Telephone: (951) 486-7000

For hours of operation, current fees, and additional information, please call our office or visit our website at www.riversideacr.com

Riverside County Property Tax Portal:
www.riversidetaxinfo.com

APPLICATION FOR BIRTH CERTIFICATE

(Please see reverse side for additional information.)

Effective July 1, 2003, California State Law, Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of birth certificates. Those who are not authorized by law to receive a certified copy may receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." Please indicate below whether you would like a Certified Copy or a Certified Informational Copy and complete our mailing information on the bottom of this brochure. Each copy is \$28.00. If no record of the birth is found, pursuant to Code 103650, the fee will be retained for searching and a Certificate of No Record will be issued.

BIRTH RECORD or CERTIFICATE OF NO RECORD		FEE \$28.00
1. First Name: _____ Middle Name _____ Last Name _____		
Date of Birth _____ City of Birth _____		
Mother/Father/Parent First Name _____	Middle Name _____	Last Name (Before Marriage/Domestic Partnership) _____
Mother/Father/Parent First Name _____	Middle Name _____	Last Name (Before Marriage/Domestic Partnership) _____
Is person adopted or had a legal name change? Y / N		Number of Copies:
2. <input type="checkbox"/> I am requesting an AUTHORIZED certified copy. Please check the appropriate box in section 3.		<input type="checkbox"/> I am requesting an INFORMATIONAL certified copy. Skip to section 6 and complete this section only.

3. I am: The person listed on the birth record or a parent or legal guardian of the registrant.
 A member of a law enforcement agency, or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide a notarized authorization from the government agency, which reads exact name of representative.)
 A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant (person named on certificate).
 A person who has a court order to obtain the record, an attorney representing the person on record or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.

SWORN STATEMENT – IDENTITY VERIFICATION

4. I, _____ (Print Name) swear or affirm under penalty of perjury that I am an authorized person , as indicated above and am eligible to receive an authorized certified copy of the birth record identified on this application form.
 Sworn this _____ day of _____, 20____ at _____, _____ (Day) (Month) (Year) (City) (State)
Must be signed (If in person sign in the presence of a clerk) _____ (Signature)

Note: Your signature MUST be notarized if applying by mail. Notarization is NOT required if applying in person.

5. Certificate of Acknowledgement

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
 COUNTY OF _____ }
 On _____ before me, _____, personally appeared
 (Date) (Print Name and Title of Official)
 _____,
 (Insert name of person being acknowledged)
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
 I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
 WITNESS my hand and official seal.
 Signature _____ (Seal)

6. Requested by:
 Name _____
 Address: _____
 City, State, Zip _____
 Phone (____) _____

Send original application and appropriate fees with check payable to:
 Riverside County Recorder, P.O. Box 751, Riverside, CA 92502-0751
 Attn: Certified Section

BELOW SECTION FOR OFFICE USE ONLY:			
Receipt #	Year / Certificate #		
Total \$ Due	Cash <input type="checkbox"/>	Check <input type="checkbox"/>	Debit / Credit <input type="checkbox"/>
Type of ID & Identifying #	Check # / Amount	Long Amount	
Counter <input type="checkbox"/>	Mail <input type="checkbox"/>	Government Agency <input type="checkbox"/>	Clerk Initials