

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR AN
INFORMATIONAL CERTIFIED COPY OF A BIRTH (\$34.00 PER COPY) OR
DEATH CERTIFICATE (\$26.00 PER COPY) in ALAMEDA COUNTY**

1	Birth or Death Certificate Information: Indicate if you are requesting B irth or D eath records by entering B or D for Type of Certificate. Print or type number of copies requested. Print or type name of registrant/decedent. Print or type date of birth/death. Print or type city of birth/death. Print or type mother's maiden last name (birth certificates ONLY).
2	Applicant Information: Print or type name of person ordering copy. Print or type mailing address where the copy is to be sent. We may need to contact you regarding your certificate order. Print or type telephone number of person ordering copy, including area code. Print or type email address.
3	If you need a certified copy to obtain a driver's license, passport, or to register for insurance coverage, then an informational certified copy of a birth or death record may not be adequate for your needs. Please refer to information on unrestricted certified copies.
4	Applicant signs and dates application in the appropriate spaces.

NOTE: When ordering by mail, send original application and appropriate fees with check payable to:

Alameda County Clerk-Recorder
1106 Madison Street
Oakland, CA 94607 Telephone: 510.272.6362 Fax: 510.208.9957

