

Authorized Birth Certificate Applicants and Document Requirements

Applicant is the:

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▪ Subject of the Record (Must be age 15 or older)	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Subject ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Subject OR 2 forms of secondary ID of the Subject.
▪ Parent Named on the Record	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Subject OR 2 forms of secondary ID of the Subject.
▪ Attorney for Subject ▪ Individual with a court order for release of record	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Proof of relationship to the subject (e.g., client agreement, court order, etc.) ▪ Letter of explanation
▪ Adoptive Parents	<ul style="list-style-type: none"> ▪ Until the adoption has been finalized and the record has been replaced, adoptive parents are not authorized to receive a copy of the child's birth certificate.
▪ Rep with Power of Attorney document ▪ Legal Guardian	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Proof of relationship to the subject (e.g., copy of current or most recent court order, Power of Attorney document, etc.)
▪ Foster Parent	<ul style="list-style-type: none"> ▪ Contact your case worker to obtain a copy of birth record
▪ Genealogist: Open Records - Births occurring 125+ years ago	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant
▪ Genealogist: Closed Records - Births occurring less than 125 years ago	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ If the subject is alive: a statement signed by the Subject releasing record to the Applicant and a copy of the Subject's ID ▪ If the subject is deceased: <ol style="list-style-type: none"> 1) Proof of familial relationship to the decedent. [Note: A copy of the death certificate may be required.] OR 2) Court order
▪ Other: including but not limited to a spouse, stepparent, grandparent, relative, friend	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Statement signed by the Subject (or a named parent if the subject is under age 18) releasing the record to the Applicant ▪ Applicant Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Subject Identification: 1 primary form of ID of the Subject (or of a named parent if the subject is under age 18)
▪ DHS Caseworker applying through liaison	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Copy of current court order showing the child in agency custody
▪ DHS Caseworker applying independently	<ul style="list-style-type: none"> ▪ Complete Application including Signature of the Applicant ▪ Fees ▪ Applicant Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Copy of current court order showing the child in agency custody ▪ Letter on DHS Letterhead authorizing the caseworker to apply on the agency's behalf
▪ DOC Inmate (personal BC)	<ul style="list-style-type: none"> ▪ Oklahoma: Submit request through DOC Liaison ▪ Non-Oklahoma: DOC Liaison/case worker should submit the following <ul style="list-style-type: none"> ○ Complete Application including Signature of the inmate ○ Fees ○ Facility ID of inmate ○ Copy of caseworker's gov ID or letter on facility letterhead vetting the inmate location and status

Authorized Death Certificate Applicants and Document Requirements

Applicant is the:

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<ul style="list-style-type: none"> ▪ Relative (An individual who can demonstrate a familial relationship to the deceased e.g. child, grandparent, sibling) ▪ Legal guardian 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Legal documentation which demonstrates the Applicant's relationship to the Decedent (e.g., last will & testament, signed contracts, court orders, birth/death records, census records, insurance beneficiary claim letter, current utility/bank statement/joint tenancy documents showing both Decedent and Applicant's names, unclaimed property letter from State Treasurer, etc.)
<p><i>Proof of Relationship Example: You could use the two items below to establish a relationship to your maternal grandmother.</i></p> <p><i>1) your birth record AND 2) a birth or death certificate of your mother.</i></p> <p><i>Together these documents will link you to your mother and then linking your mother to your grandmother.</i></p>	
<ul style="list-style-type: none"> ▪ Former Spouse ▪ Co-owner or a joint tenant of real or personal property of the decedent; ▪ A person listed in a will of the decedent, provided the will is in probate; 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Legal documentation which demonstrates the administrative need for the death certificate and proof of marriage (e.g., last will & testament, signed contracts, court orders, birth/death records, insurance beneficiary claim letter, unclaimed property letter from State Treasurer, etc.)
<ul style="list-style-type: none"> ▪ Funeral Director from the funeral home of record 	<ul style="list-style-type: none"> ▪ Utilize the official online portal provided to Funeral Directors
<ul style="list-style-type: none"> ▪ Legal representative of the estate of the deceased (e.g., unclaimed property, estate settlements) 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Legal Representative ▪ Fees ▪ 1 primary form of ID of the Legal Representative ▪ Legal documentation which demonstrates the Legal Representative officially represents the estate of the decedent [e.g., court order, last will/testament, client agreement, contract]
<ul style="list-style-type: none"> ▪ Individual with a court order for release of record 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Applicant ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Fees ▪ Certified copy of court order from a court of competent jurisdiction.
<ul style="list-style-type: none"> ▪ Genealogist: Open Records <ul style="list-style-type: none"> - Deaths occurring 50+ years ago 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Genealogist ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant
<ul style="list-style-type: none"> ▪ Genealogist: Closed Records <ul style="list-style-type: none"> - Deaths occurring less than 50 years ago 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Genealogist ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Eligibility <ul style="list-style-type: none"> 1) a statement of release signed by a family member, proof of their familial relationship to the decedent, and a copy of their ID <u>or</u> 2) court order
<ul style="list-style-type: none"> ▪ Oil & Gas, Mineral Companies, etc. 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ Copy of probate, will, court documents, deeds, etc. that provide a clear relationship between the Decedent's estate and the applicant's firm <ul style="list-style-type: none"> ○ Internal documents created by the applicant will not be accepted
<ul style="list-style-type: none"> ▪ Bail Bondsman 	<ul style="list-style-type: none"> ▪ Complete Application signed by the Applicant ▪ Fees ▪ Identification <ul style="list-style-type: none"> ○ Online Applicants: Electronic verification of identity ○ Mail Applicants: 1 primary form of ID of the Applicant ▪ If Surety Bondsman (underwriter) <ul style="list-style-type: none"> ○ Provide a letter from bond co. on letterhead stating administrative need for record ▪ If Professional Bondsman - Provide copy of the bond

Forms of Identification

– Electronic Verification (online orders only), One (1) Primary or Two (2) Secondary IDs are required

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<ul style="list-style-type: none">▪ Primary Photo ID – one ID is required. May be expired up to 3 years	<ul style="list-style-type: none">▪ U.S. Issued Driver license or Identification card▪ U.S. Passport [MUST be signed]▪ Foreign Issued Passport with Visa (I-94)▪ United States of America B1/B2 Visa/Border Crossing Card – Form DSP-150▪ Government issued Military photo ID (VA photo ID included)▪ OK DOC, Federal Bureau of Prisons (BOP) or Federal Correction Institution (FCI) photo ID▪ Tribal Photo Identification Card▪ Oklahoma Self-Defense Act (SDA) License or OK Concealed Carry permit▪ Resident Alien Card (Form I-551)▪ Employment Authorization Card (Form I-766) or (Form I-688A)▪ Temporary Resident Card (Form I-688)▪ Oklahoma public, private, or parochial secondary school (subject must be age 19 or younger) [MUST include name, school, date, and contact info for the school.]▪ Oklahoma institution of higher education [MUST include name, school, date, and contact info for the school.]▪ Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]
<ul style="list-style-type: none">▪ Secondary ID – <p>If using Secondary, two (2) are required and <i>at least one must show a current address dated within the last 6 months.</i></p> <p>Certificates issued based on secondary IDs will be mailed to the current address demonstrated on the identification.</p>	<ul style="list-style-type: none">▪ Pay stub or W2▪ Bank statement (redact account number and balances) and/or utility bill with name and current address▪ Social Security card (must be signed) or SSA record earnings statement with current address▪ US Selective Service Card▪ Copy of official police report or arrest record with name and current address▪ School transcript▪ Non-Oklahoma state-issued temporary ID▪ Oklahoma <u>lifetime</u> hunting or fishing license▪ Marriage certificate (Certified English Translation, if applicable)▪ Car registration, title or insurance/security verification form issued to the applicant with current address▪ Government issued benefit statement (e.g. DHS, WIC or SSA) that shows name and current address▪ Non-Oklahoma Dept of Corrections (DOC) ID cards IF also provide release/discharge papers showing name and current address▪ Oklahoma DOC Consolidated Record Card (CRC). [Note: If the subject of the record is currently incarcerated, application should be made through the DOC Case Manager accompanied by a letter on facility letterhead confirming the inmate is a resident.]

All identification may be subject to verification with the issuing authority

Questions? Call 405-426-8880 or email: AskVR@health.ok.gov