

Authorized Birth Certificate Applicants and Document Requirements

Applicant is the:

Issued December 18, 2024

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 of the record OR 2 forms of secondary ID for the Subject of the record.
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 Parent on the record OR 2 forms of secondary ID of the Parent on the record.
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 Affidavit from attorney on Practice letterhead affirming representation of the client and their relationship to the subject of the record
Adoptive Parents (Pre-adoption)	<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"> Proof of familial relationship to the decedent. [Note: A copy of the death certificate may be required.] OR 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:

Issued Dec 12, 2024

<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> 1) your birth record AND 2) a birth or death certificate of your mother. Together these documents will link you to your mother and then linking your mother to your grandmother.</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 ▪ Affidavit from attorney on Practice letterhead affirming representation of the client and their relationship to the subject of the record
<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 the family member's ID <u>or</u> 2) court order
<ul style="list-style-type: none"> ▪ Oil & Gas, Mineral Companies, etc. 	<ul style="list-style-type: none"> ▪ Court Order
<ul style="list-style-type: none"> ▪ Bail Bondsman 	<ul style="list-style-type: none"> ▪ Court Order

Forms of Identification

– Online Orders: Electronic Verification

– Mail Orders: One (1) Primary or Two (2) Secondary IDs are required

Issued December 12, 2024

<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 ID, 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 and DOC liaison.]

All identification may be subject to verification with the issuing authority

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