



# How To Obtain Certified Copies Of Still Birth And Fetal Death Records



Upon request, this document will be made available in Braille, large print, and audiocassette or computer disk. To obtain a copy in one of these alternate formats, please call or write:

California Office of Vital Records

M.S. 5103

P.O. Box 997410

Sacramento, CA 95899-7410

Telephone: (916) 445-2684

California Relay: 711/1-800-735-2929

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx>

January 2012

# Certified Copies of Still Birth and Fetal Death Records

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## What is the Office of Vital Records?

The Office of Vital Records (OVR) is the State Registrar for the State of California. OVR maintains a permanent, public record of every birth and death that has occurred in California since July 1905, and has more than 50 million records on file.

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## What services are available from OVR?

- When we receive an application and the required fee for a Certificate of Still Birth, we will provide certified copies to the mother or father only.
  - When we receive an application and the required fee for a Certificate of Fetal Death, we will provide certified copies to anyone who can provide enough information to identify a specific record.
  - We do not release information contained in vital records except through certified copies.
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## What is the fee for a certified copy of a Certificate of Still Birth or a Certificate of Fetal Death?

- Certificate of Still Birth: \$20  
Certificate of Fetal Death: \$11
- Fees are nonrefundable (per state law).
- Fees are established in the California Health and Safety Code, which authorizes our office to keep the fee when it searches for a record even if no certified copy is issued. For this reason, you should provide as much information as possible so we can locate the correct record.
- If we cannot locate the record based on the information you provide, we will keep the fee (for our searching efforts) and issue a Certificate of No Public Record.
- OVR is separate from the local registrars and county recorders, so fees previously paid to those offices cannot be transferred to our office.
- Fees should be paid by check or money order made payable to the **Office of Vital Records**. International money orders for out-of-country requests should be payable in U.S. dollars.

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**Does OVR issue free certified copies?**

- We only issue free copies to: 1) district attorneys for child support enforcement; 2) veterans for the sole purpose of establishing military benefits (if the request comes through the Veterans Administration Office); and 3) victims of crime in connection with a claim under the Victims of Crime Act.
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**What do I submit to get a Certificate of Still Birth or Certificate of Fetal Death?**

- Applications are included in this pamphlet (you can photocopy additional copies if needed, or download them from our website).
  - Complete the appropriate application for the type of record you are requesting (Still Birth or Fetal Death) – be sure to complete all items on the application.
  - Complete a separate application for each record requested.
  - Mail the following items to our office using the address on the front of this pamphlet:
    - Completed application.
    - Appropriate fee.
  - If any of the required items are not included, your request will be returned to you for correction.
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**How will I know if my request has been accepted?**

- If your request is not accepted (e.g., due to insufficient fee, insufficient information, etc.), we will return your request to you with a letter explaining what needs to be corrected.

The processing time for still births and fetal deaths can be located on our website at:  
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx>

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**What if I still have questions?**

If you have read this pamphlet thoroughly and still have questions that were not answered in this pamphlet, please call our Customer Service Unit at (916) 445-2684 (Monday through Friday).

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**APPLICATION FOR CERTIFIED COPY OF CERTIFICATE OF STILL BIRTH****INFORMATION:**

Still birth certificates are prepared from information contained on registered fetal death certificates. Fetal death certificates have been maintained in the California Department of Public Health Vital Records since July 1, 1905.

**INSTRUCTIONS:**

- As of January 1, 2008, **ONLY** a parent (mother and/or father) can obtain a Certified Copy of a Certificate of Still Birth.
- Complete a separate application for each Certificate of Still Birth requested.
- Complete the **Applicant Information** section and provide your signature where indicated. In the **Certificate of Still Birth Information** section, provide all the information you have available to identify the fetal death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the fetal death record, which is the record from which the information to complete a Certificate of Still Birth must be obtained.
- Submit \$20 for **each** copy requested. If no record is found, the \$20 fee will be retained for searching the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to **CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered). Mail completed application with the fee(s) to the CDPH Vital Records at the address below.
- Mailing Completed Certificates:** completed certificates are mailed using the U.S. Postal Service.

California Department of Public Health  
Vital Records – MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410  
(916) 445-2684

Fee: **\$20 per copy** (payable to CDPH Vital Records). **PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)			Today's Date:		
Agency Name (if appropriate)		Agency Case No.	Purpose of Request		
Print Name of Applicant		Signature of Applicant			
Relationship to Stillborn		Amount Enclosed – <b>DO NOT SEND CASH</b> \$_____ Check \$_____ Money Order		Number of Copies	
Mailing Address – Number, Street			Name of Person Receiving Copies, if Different from Applicant		
City	State / Province	ZIP Code	Mailing Address for Copies, if Different from Applicant		
Daytime Telephone (include area code) ( )		Country	City	State	ZIP Code
CERTIFICATE OF STILL BIRTH INFORMATION (PLEASE PRINT OR TYPE)					
FETAL DEATH FIRST Name		MIDDLE Name		LAST Name	
City of Still Birth (must be in California)			County of Still Birth		
Date of Still Birth – MM/DD/CCYY (If unknown, enter approximate date of still birth)			Sex ____ Female ____ Male		
Father/Parent FIRST Name		MIDDLE Name		BIRTH LAST Name	
Mother/Parent FIRST Name		MIDDLE Name		BIRTH LAST Name	

**STILL BIRTH**

**APPLICATION FOR CERTIFIED COPY OF FETAL DEATH RECORD****INFORMATION:**

Fetal death records have been maintained in the California Department of Public Health Vital Records since July 1, 1905.

**INSTRUCTIONS:**

1. Complete a separate application for each fetal death record requested.
2. Complete the **Applicant Information** section and provide your signature where indicated. In the **Fetal Death Information** section, provide all the information you have available to identify the fetal death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
3. Submit \$11 for **each** copy requested. If no fetal death record is found, the \$11 fee will be retained for searching the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to **CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered). Mail completed application with the fee(s) to the CDPH Vital Records at the address below.

4. **Mailing Completed Certificates:** completed certificates are mailed using the U.S. Postal Service.

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P.O. Box 997410  
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Fee: <b>\$11 per copy</b> (payable to CDPH Vital Records). <b>PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH</b> (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).				
<b>APPLICANT INFORMATION (PLEASE PRINT OR TYPE)</b>			<b>Today's Date:</b>	
Agency Name (if appropriate)		Agency Case No.	Purpose of Request	
Print Name of Applicant		Signature of Applicant		
Mailing Address – Number, Street		Amount Enclosed – <b>DO NOT SEND CASH</b> \$ _____ Check    \$ _____ Money Order		Number of Copies
City		Name of Person Receiving Copies, if Different from Applicant		
State/Province	ZIP Code	Mailing Address for Copies, if Different from Applicant		
Daytime Telephone (include area code) (    )	Country	City	State	ZIP Code
<b>FETAL DEATH INFORMATION (PLEASE PRINT OR TYPE)</b>				
FETAL DEATH FIRST Name		MIDDLE Name	LAST Name	
City of Fetal Death (must be in California)		County of Fetal Death		
Date of Fetal Death – MM/DD/CCYY (If unknown, enter approximate date of fetal death)		Sex ____ Female    ____ Male		
Father/Parent FIRST Name		MIDDLE Name	BIRTH LAST Name	
Mother/Parent FIRST Name		MIDDLE Name	BIRTH LAST Name	

**FETAL DEATH**