



Bureau of Vital Records Request for Copy of Birth Certificate

Date Stamp Here

**Attention Applicants: All fields with an asterisk (\*) next to the field header are required fields that must be completed.**

<b>Info</b>	<b>For Office Use Only – State File Number</b>		<b>Order Number</b>		<b>Security Paper Number(s)</b>	
	Please visit the Bureau of Vital Records website <a href="https://azdhs.gov/licensing/vital-records/">https://azdhs.gov/licensing/vital-records/</a> for the following information: <ul style="list-style-type: none"> <li>Fees</li> <li>Locations, office hours, and availability of services</li> <li>Eligibility requirements and acceptable identification</li> <li>Correction, amendment, and registration information</li> <li>Download forms</li> </ul> <b>Telephone:</b> 602-364-1300 <b>Apply Online:</b> www.VITALCHEK.com (Refer to website for their current fees)				<b>CUSTOMER MAIL IN CHECKLIST</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear photocopy of the front and back of your valid, signed government photo ID OR have your signature notarized</li> <li><input type="checkbox"/> Proof of relationship enclosed is required (birth certificates, certified court documents, marriage license, etc)</li> <li><input type="checkbox"/> Sign the application/Original signature required</li> <li><input type="checkbox"/> Include self-addressed stamped envelope</li> <li><input type="checkbox"/> Correct fee enclosed, <b>please do not mail cash-</b> <a href="https://azdhs.gov/licensing/vital-records/index.php#fees-home">https://azdhs.gov/licensing/vital-records/index.php#fees-home</a></li> <li><input type="checkbox"/> Notary is not applicable for gov't agency requests, please submit copy of gov't agency ID badge.</li> </ul>	
<b>Order Info</b>	<b>Today's Date</b>	<b># of Certified Copies Requested*</b>	<b># of Non-Certified Copies Requested</b>	<b>Purpose of Request*</b>		
				<b>Payment Method</b>		<b>Enclosed Fee \$</b>
<b>Credit Card Info</b>	<b>Payment Information:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER CARD					*If credit card does not belong to applicant, you must submit a clear copy of the credit card holder's valid, current government photo ID with signature.
	<b>Card Number*</b>	<b>Card Expiration Date*</b>	<b>CVV#*</b>	<b>Billing Zip Code*</b>		
	<b>Print Name of Card Holder*</b>					<b>Amount to be Charged \$</b>
	<b>Signature of Card Holder*</b>					
<b>Birth Certificate Info</b>	<b>Date of Birth*</b>	<b>Sex*</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Name on Birth Certificate*</b>			
			<b>First</b>	<b>Middle</b>	<b>Last</b>	
	<b>Place of Birth</b>			<b>Hospital</b>		
	<b>Town/City</b>	<b>County</b>	<b>State</b>			
	<b>Mother's/Parent's Full Name Prior to First Marriage – Printed*</b>				<b>Date of Birth</b>	<b>State (if US) or Country of Birth</b>
	<b>First</b>	<b>Middle</b>	<b>Last</b>			
	<b>Father's/Parent's Full Name – Printed*</b>				<b>Date of Birth</b>	<b>State (if US) or Country of Birth</b>
	<b>First</b>	<b>Middle</b>	<b>Last</b>			
	<b>Does person on certificate belong to an Arizona Tribe?</b>			<b>If yes, please specify Tribe:</b>		
	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Person Requesting</b>	<b>Applicant's Full Name – Printed*</b>					
	<b>First</b>	<b>Middle</b>	<b>Last</b>			
	<b>Applicant's Signature*</b>				<b>Signature Date*</b>	
	<b>Mailing Address*</b>					
	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>		
	<b>Daytime Telephone Number*</b>			<b>Email Address*</b>		
	<b>Your Relationship to Person on Certificate–Check One*</b> <b>*PROOF of relationship MUST be provided. Documentation must be provided to support eligibility.</b> Parent    Self    Brother/Sister    Grandparent    Legal Guardian    Spouse    Gov't Agency    Other: _____ <small>Self, I am at least 16 years of age and either have no residential address or I am in the Department of Child Safety's (DCS) custody. [Arizona Revised Statute 36-324(F)]</small>					
<b>Notary Area</b>	<b>Applicable only if no government issued photo ID is available</b> State of _____ County of _____ On this _____ day of _____, 20____ before me personally appeared _____ (name of signer), whose identity was proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledges that he/she signed the above document. Notary Signature _____ My Commission Expires: _____					<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: auto;">         Affix Seal/Stamp Here       </div>
<b>Office Use Only</b>	<input type="checkbox"/> ID Verified/Notarized Application <input type="checkbox"/> Proof of Eligibility Verified <input type="checkbox"/> CC Holder's ID Verified <b>Date Issued:</b> _____		<b>Verification:</b> <input type="checkbox"/> Insufficient <input type="checkbox"/> Process	<b>Insufficient Reason:</b> <input type="checkbox"/> No Fee/Incorrect Fee <input type="checkbox"/> Incorrect Payment Type <input type="checkbox"/> CC Expired <input type="checkbox"/> ID Expired/Invalid <input type="checkbox"/> Need Clear Copy of ID <input type="checkbox"/> Need CC Holder's ID w/ Signature		<input type="checkbox"/> Need ID w/ Signature <input type="checkbox"/> Need Signature <input type="checkbox"/> Signatures Do Not Match <input type="checkbox"/> Applicant Ineligible <input type="checkbox"/> Not an AZ Record <input type="checkbox"/> Need Documents <input type="checkbox"/> Other: _____

## PARTICIPATING OFFICE LOCATIONS

The State Bureau of Vital Records Office does not provide walk-in service for birth certificate issuance. Services available at the Bureau of Vital Records by appointment only are delayed birth registration, adoptions, foreign born, putative father, and amendments and corrections for births that occurred prior to 1997.

For walk-in customer service, please visit your nearest local county vital records office providing walk-in service as listed below.

Please note payment types accepted at various office locations: Cash **(C)** - in person only, Money Order/Cashier's Check **(MO)**, Personal Check **(PC)**, Credit Cards **(CC)**, Debit Cards **(DC)**.

Please visit <https://azdhs.gov/licensing/vital-records/index.php#local-county> or call for the most current fee schedule for each office.

### State Bureau of Vital Records

**Mail to:** PO Box 6018  
Phoenix, AZ 85005  
(602) 364-1300

**(C)-In Person Only (MO) (CC) (DC)**

**By Appt Only:** 150 North 18th Ave., Ste.120  
Phoenix, AZ 85007

Certified Copies of Birth and Death  
Certificates are Available by Mail Only

### Gila County Health & Emergency Management

#### Office of Vital Records

5515 S. Apache Ave., Ste.100  
Globe, AZ 85501  
(928) 402-8811

**(C) (PC) (MO) (CC) (DC)**

### Graham County Health Department

820 W. Main  
Safford, AZ 85546  
(928) 428-4441

**(C) (MO) (PC) (CC) (DC)**

### Greenlee County Health Department

#### Office of Vital Registration

253 5th St.  
Clifton, AZ 85533  
(928) 865-2601

**(C) (MO)**

**Mail to:** PO Box 936  
Clifton, AZ 85533

### Maricopa County

#### Office of Vital Registration

Central Valley Office  
3221 N. 16th St., Ste.100  
Phoenix, AZ 85016  
(602) 506-6805

**(C) (MO) (CC) (DC)**

North Valley Office  
2423 W. Dunlap Ave., Ste.110  
Phoenix, AZ 85021  
(602) 506-6805

**(C) (MO) (CC) (DC)**

#### East Valley Office

331 E. Coury Ave.  
Mesa, AZ 85210  
(602) 506-6805

**(C) (MO) (CC) (DC)**

#### West Valley Office

1850 N 95th Ave., Ste.182  
Phoenix, AZ 85037  
(602) 506-6805

**(C) (MO) (CC) (DC)**

**For all Mail:** PO Box 2111  
Phoenix, AZ 85001

#### Northwest Valley Office

8088 W. Whitney Dr., Ste 2A  
Peoria, AZ 85345  
(602) 506-6805

**(C) (MO) (CC) (DC)**

*Opening April 2021*

### Mohave County Public Health

County Administration Building Drop Box in lobby  
700 W. Beale St.  
Kingman, AZ 86401

**Mail to:** PO Box 7000

Kingman, AZ 86402  
(928) 753-0748

**(C) (MO) (CC) (DC)**

Certified Copies of Birth Certificates are Available  
by **Mail Only or Drop Box**

### Navajo County Public Health Services District

117 E. Buffalo St.  
Holbrook, AZ 86025  
(928) 524-4750

**(MO) (CC) (DC)**

### Pima County Health Department

Vital Records Office  
3950 S. Country Club Road Ste.100  
Tucson, AZ 85714  
(520) 724-7932

**(C) (MO) (CC) (DC)**

### Pinal County Public Health Services District

36235 N. Gantzel Rd.  
San Tan Valley, AZ 85140  
1-866-960-0633

**(C) (MO) (CC) (DC)**

### Pinal County Public Health Services District

41680 W. Smith-Enke Rd.,  
Suite 110

Maricopa, AZ 85138  
1-866-960-0633

**(C) (MO) (CC) (DC)**

### Pinal County Public Health Services District

Florence - Mail Only  
P.O. Box 2945

Florence, AZ 85132  
1-866-960-0633

**(C) (MO) (CC) (DC)**

### Pinal County Public Health Services District

1729 N. Trezell Rd. Ste.120  
Casa Grande, AZ 85122

1-866-960-0633

**(C) (MO) (CC) (DC)**

### Yavapai County Health Department

1090 Commerce Dr.  
Prescott, AZ 86305  
(928) 771-3125

**(C) (MO) (PC) (CC/DC)**

Certified Copies of Birth Certificates and Death  
Certificates are Available by Mail Only

### Yuma County Health Services

Vital Records Department  
2200 W. 28th St.

Yuma, AZ 85364  
(928) 317-4530

**(C) (MO) (CC)**

### Apache County Public Health Services District

75 West Cleveland  
2nd Floor

St. Johns, AZ 85936  
(928)337-7525

**(MO) (CC) (DC)**

**Mail to:** PO Box 697  
St. Johns, AZ 85936

### Cochise County Health and Social Services

Office of Vital Records  
Sierra Vista Office  
4115 E. Foothills Dr.  
Sierra Vista, AZ 85635  
(520) 432-9406

**(C) (MO) (CC) (DC)**

Douglas Office  
1012 North G Ave. Ste.101  
Douglas, AZ 85607  
(520) 805-5606

**(C) (MO) (CC) (DC)**

Bisbee Office  
1415 Melody Lane, Building A  
Bisbee, AZ 85603

(520) 432-9411

**(C) (MO) (CC) (DC)**

Benson Office  
126 W. 5th Street  
Benson, AZ 85602  
(520) 585-8200

**(C) (MO) (CC) (DC)**

Wilcox Office  
450 S. Haskell Ave.  
Wilcox, AZ 85643  
(520) 384-7100

**(C) (MO) (CC) (DC)**

All sites offer same day service.

Please send any mail requests to the Sierra Vista or  
Bisbee locations only.

### Coconino County Health and Human Services

#### Vital Records

2625 N. King St.  
Flagstaff, AZ 86004  
(928) 679-7272

**(C) (MO) (PC) (CC)**