

Why do we need Certified Copies of Birth Certificates?

Certified copies of Arizona Birth Certificates are important personal records. Parents are encouraged to apply soon after their child's birth.

Some of the most common uses include:

- Registering for school or sports programs. Consider getting your copies before school starts
- Obtaining a Social Security card for your child
- Tax filings
- Benefits enrollment
- Documenting the family history

Presenting Documentation and Forms of ID in Languages Other than English

An applicant presenting documents from a foreign country as proof of relationship or proof of eligibility must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.

Fees:

Certified Copy \$20.00
Correction/Amendment \$ 30.00

Acceptable Forms of Payment

Money Order
Cashier's Check
Visa**
American Express**
Discover**
Mastercard**

**Credit card holder's valid government-issued, signed photo ID is required



Mailing Address

Maricopa County Public Health
Office of Vital Registration
P.O. Box 2111
Phoenix, AZ 85001

www.MaricopaVitalRecords.com



Office of Vital Registration

4 Locations Valleywide

SAME DAY SERVICE

Central Valley
3221 N. 16th St., Ste. 100
Phoenix, AZ 85016

East Valley
331 E. Coury Ave.
Mesa, AZ 85210

West Valley
1850 N. 95th Ave., Ste. 182
Phoenix, AZ 85037

Northwest Valley
8088 W. Whitney Dr., Ste. 2A
Peoria, AZ 85345

Hours of Operations

Mon, Tues, Thurs, Fri: 8:00 am – 4:30 pm
Wednesday: 9:00 am – 4:30 pm

How to Apply

Certified Copy of
Arizona Birth Certificate

Who is Eligible to Apply

Who is Eligible to Receive a Certified Copy of An AZ Birth Record (A.A.C. R9-19-210)

Arizona is a "closed record" state. That means that vital records are not public records.

Arizona law identifies those who are eligible to receive a certified copy of an Arizona birth record.

Who is Eligible:

1. The **individual**, if the individual is of legal age or married
2. A **parent** of the individual
3. The individual's **spouse**
4. The individual's **grandparent, adult child, adult grandchild, or adult brother or sister**
5. The individual's **guardian**
6. A person **designated in a power of attorney**, established by the individual's parent or guardian according to A.R.S. § 14-5104 or 14-5107
7. A person **appointed as the individual's conservator** according to A.R.S. Title 14, Chapter 5, Article 4
8. A person **designated in a court order** to receive a certified copy of the individual's certificate of birth registration

9. An **attorney representing**:
 - a. The individual, if the individual is of legal age or married;
 - b. The individual's parent; or
 - c. The individual's guardian while acting on the individual's behalf
10. An **adoption agency, licensed** according to A.R.S. § 8-126, or a **private attorney** if:
 - a. An adoption of the individual is pending, and
 - b. The adoption agency or private attorney represents the individual's biological parents or prospective adoptive parents
11. A **governmental agency processing**:
 - a. An adoption, a financial claim, a governmental benefit application,
 - b. Or another form of compensation on behalf of an individual,
 - c. Or having another official purpose for the certified copy of the individual's certificate of birth registration

How to Apply for a Certified Copy

Expedited Service

VitalChek, Inc. is an independent company the state has partnered with to provide online ordering. Additional fees apply much like a UPS or FedEx service.

The same rules and requirements concerning eligibility and possible required documents and fees apply when making a request.

VitalChek, Inc. accepts major credit cards including American Express®, Discover, MasterCard, and Visa.

Apply in Person

We offer same-day service for eligible applicants requesting certified copies from all 4 of our locations

At our office, please be prepared to:

1. Complete and sign an application
2. Provide your current and valid government-issued photo ID with your signature
3. Provide any additional factual documentation to prove relationship or eligibility as required
4. Appropriate fee
5. Sign your application and provide a reliable phone number

Note: We will not be able to provide same-day service for ineligible applicants or for applicants who do not have valid, signed, government-issued photo ID.

Apply by Mail

The average processing time for applications submitted through the mail is five business days from the date received by MCOVR.

Visit www.MaricopaVitalRecords.com to download applications/forms and for information in obtaining a Vital Record via mail.