



**Kings County Clerk/Recorder**  
**SOLICITUD DE COPIA CERTIFICADA**

**Para obtener una copia certificada autorizada elija la cajilla apropiada en la siguiente sección:  
Estoy autorizado para obtener una copia certificada autorizada del registro solicitado porque yo soy:**

- La persona registrada, padre, madre, o tutor legal del registrado.
- Un hijo(a), abuelo(a), nieto(a), hermano(a), cónyuge o pareja doméstica del registrado.
- Una persona autorizada con una orden judicial, un abogado o una agencia de adopción autorizada para obtener un acta de nacimiento para cumplir con los requisitos de la Sección 3140 o 7603 del Código de la Familia. (Incluya una copia certificada de la orden judicial para este tipo de solicitud)
- Un abogado representando al registrado o su patrimonio, o una persona autorizada bajo la ley, o designada por un tribunal o una orden judicial para actuar en nombre del registrante y/o su patrimonio. (Las solicitudes por carta poder deben incluir una copia de la misma.)
- Un agente representante de la ley, o un representante de una agencia gubernamental, según lo dispuesto por la ley, que realice negocios oficiales.
- Un agente o empleado de un establecimiento funerario, como parte de sus actividades profesionales y que ordena copias de actas de defunción certificadas en pos de un individuo según las especificaciones de los párrafos (1) a (5), inclusive, de la subdivisión (a) de la Sección 7100

- 
- NO estoy autorizado para obtener una copia certificada autorizada del registro solicitado. Entiendo que al elegir esta declaración recibiré una copia informativa de el registro solicitado la cual será marcada con lo siguiente: EN "Information, not a valid document to establish identity".  
ES: Información, no es un documento valido para establecer la identidad.



## Kings County Clerk-Recorder APPLICATION FOR CERTIFIED COPY

**BIRTH** Certificate (\$34.00) Adopted:  Yes  No  **MARRIAGE** Certificate (\$19.00)  **DEATH** Certificate (\$26.00)  
**INFORMATIONAL** (Not for Government/Official use)  **BIRTH**  **MARRIAGE**  **DEATH**

**INFORMATION:** **Kings County only has records of births or deaths that occurred in Kings County. We also have records only of marriage licenses that were purchased in Kings County.** For all other vital records you must contact the county in which the event is registered or contact the State Office of Vital Records - M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Phone Number: (916) 445-2684.

**INSTRUCTIONS:** Use a separate blank application for each different record requested. All sections must be completed in their entirety.

1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
2. The County Clerk may provide a certified copy of a vital record to an authorized person only. If a requester does not meet the requirement of an authorized person (as described in Health & Safety Code Section 103526), the County Clerk may only issue an informational certified copy with a legend stating **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."** This application must be completed **prior to conducting a search for the record** and no refunds or exchanges will be made once the copy(s) have been issued.

**PAYMENT OPTIONS:**

**Mail Orders** – Include with this application sufficient money, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to the "Kings County Clerk-Recorder." If you are requesting your record be mailed to you via the optional Priority Mail service, please include an additional \$11.00 in addition to the costs associated with your record request. Mail this application along with the fees to the Kings County Clerk-Recorder's Office, 1400 W. Lacey Blvd, Hanford, CA 93230. Please allow 3-5 business days for processing time.

<b>CERTIFICATE INFORMATION – Please indicate the type of certificate requested and print legibly or type all information below. By my signature I understand that I am to provide exact spelling of the name that appears on the certificate or I will be charged for each additional name search.</b>					
Name on Certificate – First Name		Middle Name		Last Name on Certificate	
Second Person on Certificate (Marriage) – First Name		Middle Name		Last Name on Certificate	
City or Town of Event		Maiden Name of Mother (Birth and Death Only)		Name of Father (Birth and Death only)	
(Birth Cert. Only) Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Event (date of birth, death or marriage)	Number of Copies Requested	Certified Copy <input type="checkbox"/> Informational Copy <input type="checkbox"/>		
Sex: <input type="checkbox"/> <input type="checkbox"/>			Please Indicate: <input type="checkbox"/> <input type="checkbox"/>		

<b>APPLICANT INFORMATION – PLEASE PRINT LEGIBLY OR TYPE</b>	
<ol style="list-style-type: none"> <li>1. When <b>Appearing In Person</b> – <b>COMPLETE BOTH TOP AND BOTTOM PORTIONS.</b> Kings County requires photo identification. You will need to sign the application under penalty of perjury in front of a member of our staff.</li> <li>2. <b>Mail Requests</b> – <b>Complete both top and bottom portions,</b> but do not sign the Penalty of Perjury statement.</li> </ol>	

Purpose of Request (ie: passport, insurance, school, sports etc.)	Relationship to Certificate Holder (ie: self, parent, grandparent, child etc.) (See page J)
Name or person Completing Application	Daytime Telephone Number - Area Code First
Address - Number, Street, and Unit # (if Applicable)	City State Zip Code

- Informational Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes.
- Certified Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

<b>BELOW SECTION FOR RECORDER'S USE ONLY</b>			
Reel & Pg / Certificate Number	Copy made by (Initials):	Bank Note Paper Number(s)	Reg <input type="checkbox"/> Inf. Copy <input type="checkbox"/>
Date Processed	Counter <input type="checkbox"/> Mail <input type="checkbox"/>	Type of ID and ID Number	Cashed by (Initials):

