

**Independent Living Program Activity Card**

**Category: IMPORTANT DOCUMENTS**

**Activity: Obtain a Certified Copy of Your Birth Certificate**

**Description:** **The objective of this assignment is to:** Help you to understand the importance of having a copy of your birth certificate, and help you find out how to request a new copy.

**How do I get credit for this assignment?**

- Read through all of the information provided
- Get a copy of your birth certificate.
- Email a copy of your birth certificate along with this cover sheet to: ILP Admin at [ilpadmin@orangewoodfoundation.org](mailto:ilpadmin@orangewoodfoundation.org)

**You may earn \$5 for completing this activity**

Total Dollars Earned:

\$
(ILP Use Only)

Notes:
--------

<b>Goal:</b>
<b>8:2</b>

Date: \_\_\_\_\_

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

<b>Receipt</b>
(ILP Use Only)

---

## Obtain a Certified Copy of Your Birth Certificate

---

If you do not have your certified birth certificate, read the instructions for this activity, which will help give you direction on how to get your birth certificate. Your birth certificate is a very important document. It is the official document of your full name, date of birth and place of birth. As you transition from childhood to adulthood information in the birth certificate will be needed for many important events such as: entrance to school, obtaining a work permit, driver license or marriage license, entrance in the armed forces, employment, collection of social security and retirement benefits and for a passport to travel to foreign lands.

If you do not have a certified copy of your Birth Record, be sure to request one from your Court Social Worker or Probation Officer. If you lose the certified copy of your Birth Record you will need to request one on your own. You will need to follow one of the procedures listed below.

***IMPORTANT – YOU CAN ONLY REQUEST YOUR BIRTH CERTIFICATE FORM THE COUNTY WHERE YOU WERE BORN.*** Some counties may have a different procedure to request. You will need to research the process for the county you were born in if you were not born in Orange County.

**To request a copy of your BIRTH RECORD, you will need to follow one of the procedures listed below:**

1. If you were born in Orange County, you can **walk-in** to the County Clerk's Office to request a certified copy of your Birth Record. Call (714) 834-2500 if you have questions and for directions to their facility. The Orange County Clerk's Office address is included below. You may be asked to give the information listed below along with a \$28.00 fee.
  - Your name given at birth (first, middle and last)
  - Your date of birth
  - City of birth
  - Your mother's maiden name
  - Youth father's name
  - Your address (street, city, state and zip code)
  - Your telephone number

Under law, individuals appearing in person, will be permitted to receive an authorized copy, after presenting a valid government form of identification and signing a statement sworn under penalty of perjury that the requester is an [authorized person](#).

Vital records (birth, marriage and death records) are located in Room 106 of the Hall of Finance and Records (The Hall of Finance and Records, 12 Civic Center Plaza, Santa Ana, CA 92701). Office hours are Monday through Friday from 8:00AM to 4:30PM. Payment can be made by cash, personal check, cashier's check, money order, or ATM/Debit card (additional \$2.50 terminal usage fee).



Independent Living Program  
Take Home Activity

2. If you were born in Orange County, you can **write** to the County Clerk's Office to request a certified copy of your Birth Record. A copy of a birth certificate can be obtained by mail if the birth occurred in Orange County, unless there has been an adoption or a legal name change. Certified copies are \$28 each and orders are normally processed within 5 to 10 working days. Mail requests to: Orange County Clerk-Recorder  
Attn: Vital Records  
P.O. Box 238  
Santa Ana, CA 92702

Make checks payable to: Obtain this information from the Orange County Clerk-Recorder.

Applications submitted by mail must also include a statement, sworn under penalty of perjury, that the requester is an [authorized person](#). It must also be notarized. Applications are available at [Online Forms](#). Use a separate application form for each record you are requesting. If you have questions you can call the Orange County Clerk's Office at (714) 834-2500.

For additional information on how to obtain your certified birth certificate visit:  
<http://www.oc.ca.gov/recorder/births.html>