

MAIL ORDERS TO:

Vital Records
Whatcom County Health and
Community Services
509 Girard St
Bellingham, WA 98225

INSTRUCTIONS FOR BIRTH/DEATH INFORMATIONAL COPIES ORDER FORM



WHATCOM COUNTY
**HEALTH AND
COMMUNITY
SERVICES**



**MAKE CHECKS & MONEY ORDERS
PAYABLE TO: WCHCS
** ABSOLUTELY NO REFUNDS ****

Carefully read these instructions before completing and submitting the Birth/Death Informational Copies Order Form. Chapter 70.58A RCW and Chapter 246-491 WAC requires applicants to provide required information to order noncertified informational copies of birth and death records.

Checklist for completing the Birth/Death Informational Copies Order Form:

- Complete all fields on the informational copies form
- Check or money order made payable to Vital Records
- Send the order form and payment to:

Vital Records
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225

What is a noncertified informational copy?

Noncertified informational copies of birth and death records are not issued on the certified paper with security features and cannot be used for legal purposes. It will contain a watermark stating "*Cannot be used for legal purposes. Informational only.*"

Check with the agency or business about whether or not they will accept informational copies prior to purchasing a noncertified informational copy.

Informational copies of birth records contain the same information as a certified birth copy.

Informational copies of death records contain the same information as the certified short form death copy. It does not contain cause and manner of death information or social security number of the decedent.

Noncertified informational copy of long form death, fetal death, marriage, or divorce records are not available.

What information is required for noncertified informational copy of birth records?

The following information is required as it appears on the birth record:

- First, middle, and last name of the subject of the record
- First and last name of all parents listed on the record
- Date of birth (month, date, year)
- City or county where the birth occurred

What information is required for noncertified informational copy of death records?

The following information is required as it appears on the death record:

- First and last name of the decedent
- Approximate date of death (month and year)
- City or county where the death occurred

What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name

Example:

John Doe
C/O Jane Doe
101 Main St
Bellingham, WA 98225

If filling in the form by hand, please print clearly to avoid delay in processing.

What form of payment is accepted?

We accept checks, and money orders for requests mailed to Vital Records - Whatcom County Health and Community Services. Make sure your check or money order is made payable to Vital Records. We do accept cash, check, money order, debit and credit card in the office.

**** Do not send CASH ****

Important note: no refunds will be given if a record could not be located or the documentation you provided did not prove you were eligible to receive a birth certificate.

For more information about vital records, please visit our website at:

<https://www.whatcomcounty.us/3311/Order-a-Birth-or-Death-Certificate>

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- Mail or bring in person to Health and Community Services at the above address. Include check or money order payment.
- Please enclose a copy of **valid form of photo identification** with application and any **proof of relationship documents**. Refer to <https://www.doh.wa.gov/LicensesPermitsandCertificates/VitalRecords> to find out which documents are required or call our office at 360-778-6003.
- Online orders visit our website at <http://www.whatcomcounty.us/3311>.
- We only issue Washington State death certificates from 1989 to present
- We only issue Washington State birth certificates from July 1, 1907 – present. **We do not issue birth or death certificates from other states.**

Total Number of Informational Birth Copies	\$25.00	=	
Total Number of Informational Death Copies	\$25.00	=	
Total Amount Due		=	

APPLICANT INFORMATION	Name of person/Company ordering certificate(s):			
	Mailing Address:			
	City:	State:	Zip Code:	Country:
	Daytime Telephone Number:		Email Address:	

NONCERTIFIED INFORMATIONAL COPIES OF BIRTH AND DEATH RECORDS ARE NOT ISSUED ON CERTIFIED PAPER AND CANNOT BE USED FOR LEGAL PURPOSES. COPIES WILL CONTAIN A WATERMARK STATING THAT IT IS FOR INFORMATIONAL PURPOSES ONLY. THE INFORMATIONAL DEATH COPY WILL NOT DISPLAY CAUSE AND MANNER OF DEATH OR DECEDENT'S SSN.

BIRTH RECORD DETAILS	First Name:		Full Middle Name(s):		Last Name(s):	
	Date of Birth:		City of Birth (WA State Only):		County of Birth (WA State Only):	
	Country of Birth:					
	Mother/Parent Birth First Name(s):		Full Middle Name(s):		Last Name(s):	
Father/Parent Birth First Name(s):		Full Middle Name(s):		Last Name(s):		

DEATH RECORD DETAILS	First Name:		Full Middle Name(s):		Last Name(s):	
	Date of Death (If unknown, Approximate Month & Year – 5 year range):				City or County of Death (WA State Cities/Counties Only):	
	Other names, if known, (example – Maiden name, Married Names, Parent's names, etc):				Spouse(s), if known:	
	Date of Birth, if known:				Place of Birth, if known:	

I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

Signature (Applicant):

Date:

FOR OFFICE USE ONLY

<input type="checkbox"/> No Match	<input type="checkbox"/> No Record	<input type="checkbox"/> Sold in Error	<input type="checkbox"/> Minor Difference
<input type="checkbox"/> Mail Returned	<input type="checkbox"/> Pending completion in EDRS	<input type="checkbox"/> Not Qualified	<input type="checkbox"/> Incomplete Application
Correspondence: <input type="checkbox"/> Call <input type="checkbox"/> Letter <input type="checkbox"/> Email	Date:	Initials:	Notes:
Correspondence: <input type="checkbox"/> Call <input type="checkbox"/> Letter <input type="checkbox"/> Email	Date:	Initials:	Notes:
Other			
Date Issued		Issued by:	
Method of Certificate delivery:	<input type="checkbox"/> Mailed	<input type="checkbox"/> Counter Pickup	<input type="checkbox"/> Other