

Information:

Birth and Death records have been maintained in the Office of the Santa Clara County Clerk-Recorder's since January of 1873.

Instructions:

1. If you are requesting a certified Informational Copy, complete only the Applicant Information and certificate information portions of this form (Parts 1 and 3).
If you are requesting an Authorized Certified Copy, complete Parts 1 through 5.
2. If you submit your request by mail, you must complete the SWORN STATEMENT (Part 4), signing it in the presence of a Notary Public to have it notarized (Part 5).
Please note: Only one notarized SWORN STATEMENT is required for multiple certificates requested at the same time; however, the SWORN STATEMENT must include the name of each individual whose certificate(s) you wish to obtain and your relationship to those individuals.
3. For each additional record requested, please complete the boxes in Part 3.
4. Complete the Applicant Information section and provide your signature where indicated. Provide the information you have available to identify the name on the certificate. If the information you furnish is incomplete or inaccurate, it may not be possible to locate the record.
5. If no record is found, the fee will be retained for searching as required by statute and a Certificate of Search will be issued. If you are mailing your request, indicate the number of certified copies you want and include sufficient money with the application in the form of a check or money order made payable to:
Clerk-Recorder's Office
Mail this application and the fees to:
Santa Clara County Clerk-Recorder
70 West Hedding Street
San Jose, CA 95110
6. The correct fees are:

Birth	-	\$17.00
Death	-	\$12.00