



## ARIZONA VITAL RECORDS

### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY REGARDING YOUR ENTITLEMENT TO THE RECORD YOU ARE ORDERING.

**Your order will not be processed until the following entitlement requirements have been met.**

Arizona is a "closed record" state, which means that vital records are not public record. **Only persons 18 years of age or older** may obtain a certified copy of a birth certificate. In addition, to protect the confidentiality rights of our citizens, Arizona Administrative Code R9-19-403 specifies that only certain individuals may receive a certified copy of a birth certificate.

RELATIONSHIP TO REGISTRANT	ENTITLEMENT REQUIREMENTS
Registrant	You are the person named on the certificate. You must provide a copy of your government issued photo ID and signature on the following Authorization Form.
Parent of the registrant	Your name must appear on the birth certificate as the mother or father. You must provide a copy of your government issued photo ID and signature on the following Authorization Form.
The registrant's spouse	You must provide a copy of your marriage certificate, a notarized letter of permission signed by the registrant (your spouse) and a photo copy of the registrant's government issued photo ID. In addition, you must provide a copy of your government issued photo ID and signature on the following Authorization Form.
The registrant's grandparent	You must provide a copy of your child's birth certificate proving they are the parent of the registrant. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
An adult child of the registrant	You must provide a copy of your birth certificate proving you are the child of the registrant. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
An adult brother or sister	You must provide a copy of your birth certificate proving that you are the registrant's sibling. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
Guardian of the registrant	You must have legal custody or control of the minor child. You must provide a <b>certified copy</b> of the court order establishing guardianship and legal custody. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
Attorney representing registrant or registrant's parents if the registrant is a minor, in matters involving either party	You must provide documentary evidence of your status of legal interest on letterhead, including your bar number and court papers showing proof of representation. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
Any person or agency empowered by statute or appointed by a court to act on the registrant's behalf	You must provide documentary evidence of your status. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
A federal, state or local governmental agency which requires the copy for official purposes	You must provide documentary evidence of your status. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
A governmental agency acting on behalf of the registrant to process a financial claim, benefit, award or other compensation or to transact official business involving the registrant or the registrant's affairs	You must provide documentary evidence of your status. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.
A family member, or relative of the registrant engaged in research for genealogical purposes	You must provide copied of birth certificates proving your relationship to the registrant. You must also provide a copy of your government issued photo ID and signature on the following Authorization Form.

**This form is for informational purposes only.**

**Please fax only the following Authorization Form and the required entitlement documents.**