

## Who is Eligible to Receive Certified Copy of An AZ Birth Record (A.C.C. R-9-19-210)

Arizona is a "closed record" state. That means that vital records are not public record. Arizona law identifies those who are eligible to receive a certified copy of an Arizona birth record:

### Who is Eligible to Apply in Arizona:

The **individual**, if the individual is of legal age or married

A **parent** of the individual

The individual's **spouse**

The individual's **grandparent, adult child, adult grandchild**, or adult **brother or sister**

The individual's **guardian**

A person **designated in a power of attorney**, established by the individual's parent or guardian according to A.R.S. § 14-5104 or 14-5107

A person **appointed as the individual's conservator** according to A.R.S. Title 14, Chapter 5, Article 4

A person **designated in a court order** to receive a certified copy of the individual's certificate of birth registration

An **attorney representing:**

- a. The individual, if the individual is of legal age or married;
- b. The individual's parent; or
- c. The individual's guardian while acting on the individual's behalf

An **adoption agency, licensed** according to A.R.S. § 8-126, or a **private attorney** if:

- a. An adoption of the individual is pending, and
- b. The adoption agency or private attorney represents the individual's biological parents or prospective adoptive parents

A **governmental agency processing:**

- a. An adoption, a financial claim, a governmental benefit application,
- b. Or another form of compensation on behalf of an individual,
- c. Or having another official purpose for the certified copy of the individual's certificate of birth registration



## Apply In Person

[We offer same day service for eligible applicants](#) requesting certified copies from all 5 of our locations.

At our office, please be prepared to:

1. Complete and sign an application
2. Provide your current and valid government issued photo ID with your signature or have your application notarized
3. Provide any additional factual documentation to prove relationship or eligibility as required
4. Appropriate fee
5. Be certain you signed your application, provided a reliable phone number

**Note:** We will not be able to provide same day service for ineligible applicants or for applicants who do not have valid, signed, government issued photo ID

The average processing time for applications submitted through the mail is five business days from the date received by MCOVR

## Apply by Mail

Download applications and forms at [www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)

The instructions for completing an application by mail are the same as above under Apply in Person.

## Expedited Service

VitalChek, Inc. is an independent company the state has partnered with to provide online ordering. Additional fees apply much like a UPS or FedEx service.

The same rules and requirements concerning eligibility and possible required documents and fees apply when making a request.

VitalChek, Inc. accepts major credit cards including American Express®, Discover®, MasterCard®, or Visa®.

## Why do we need Certified Copies of Birth Certificates?

Certified copies of Arizona Birth Certificates are important personal records. Parents are encouraged to apply soon after their child's birth.

Some of the most common uses include:

- Registering for school or sports programs. Consider getting your copies before school starts
- Obtaining a Social Security card for your child
- Tax filings
- Benefits enrollment
- Documenting family history

## Presenting documentation and forms of ID in languages other than English:

**Note:** An applicant presenting documents from a foreign country as proof of relationship or proof of eligibility must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.

### Fees:

Certified Copy -	\$20.00
Correction\Amendment -	\$30.00*
*Includes 1 Certified Copy	

### Accepted Forms of Payment:

**Money Order**  
**Cashier's Check**  
**\*\*American Express**  
**\*\*Discover**  
**\*\*MasterCard**  
**\*\*Visa**

**\*\*Credit card holder's valid government issued, signed photo ID is required**

### Mailing Address

Maricopa County Office of Vital Registration  
PO Box 2111  
Phoenix, AZ 85001

### 2016 Update

The **State of Arizona** recently revised the rules that govern how vital records are managed.

Please take a few moments to read carefully.

**Information has been revised.**



## Office of Vital Registration

### How to Apply

### Certified Copy - Arizona Birth Certificate

[www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)

### 5 Locations VALLEYWIDE

**\*\* Same Day Service!**  
**\*\* Printable Forms!**

#### Central Valley

3221 N. 16<sup>th</sup> St. Ste. 100  
Phoenix, AZ 85016

#### North Valley

2423 W. Dunlap Ave., Ste. 110  
Phoenix, AZ 85021

#### East Valley

331 E. Coury Ave.,  
Mesa, AZ 85210

#### West Valley

1850 N. 95<sup>th</sup> Ave. Ste. 182  
Phoenix, AZ 85037

#### Northwest

8088 W. Whitney Dr., 2nd Floor  
Peoria, AZ 85345

**Hours: 8:00am - 4:30pm**  
**Phone: 602-506-6805**