Mohave County Department of Public Health
request for certified copy of Arizona birth certificate

For Date Stamp

Attention Applicants: All fields with an asterisk (*) are required fields that must be completed.

Address: 700 West Beale Street Kingman, AZ 86401

Mailing Address: MCDPH - Vital Records PO Box 7000 Kingman, AZ 86402

Telephone: (928) 753-0743

Operating Hours: Monday - Thursday 8:00 a.m. - 5:00 p.m.

Friday 8:00a.m - 12:00p.m.

Please visit www.mohave.gov for questions, downloadable forms, and more (under Departments tab select Public Health, then select Vital Records)

Fees: $20.00 per certified copy; $30.00 if correction made

Accepted payment methods: cash, money order (make payable to MCDPH), debit/credit card ($1.50 or 2.39% additional fee)

Customer Checklist

- ☐ Complete and sign application
- ☐ Clear photocopy of the front and back of your valid, signed government photo ID or have your application notarized
- ☐ Proof of relationship (required) enclosed (birth certificates, court orders, marriage certificate, etc)
- ☐ Correct fee enclosed
- ☐ If wanting certificate mailed back include a self-addressed, stamped envelope

Office Use

___ Mail

___ Pick up

___ EBRS

___ B-fee

___ AOP pending

Order info

Today's date _____ ***# of copies requested** _____ **Purpose of request** _____ ***Amount enclosed** _____

Payment method (circle one)
Cash
Money Order
Debit/Credit card

Birth Certificate info

☐ **F** ☐ **M**

***Date of birth** **Name on certificate:** ***First** ***Middle** ***Last** ***Sex**

Place of birth: ***State** **City** **County** **Hospital**

***Mother's First name** ***Middle** ***Maiden** **Date of birth** **State or Country of birth**

***Father's First name** ***Middle** ***Last** **Date of birth** **State or Country of birth**

Person Requesting

***Applicant's name - printed** _____ ***Applicant's signature** _____ ***Signature date** _____

Mailing address: ***Street** ***Apt#** ***City** ***State** ***Zip**

____ ____ ____ - ____ ____ ____ - ____ ____ ____ ____
***Daytime telephone number**

_____
Email address

***Your relationship to person on certificate – circle one (proof of relationship must be provided)**

Parent **Self** **Brother\Sister** **Grandparent** **Legal Guardian** **Spouse** **Gov't Agency** **Other** _____

Debit/Credit card info

__ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ *Card number

__ __ / __ __ *Expiration date

__ __ __ *CVV

__ __ __ __ __ *Billing zip code

*Must attach copy of credit card holder's valid government photo ID with signature

_____
*Printed name of card holder

_____
*Signature of card holder

*Initial box if you agree to processing fee $1.50 or 2.39% of total. ☐

Notary

State of _____ County of _____

On this _____ day of _____, 20 _____ before me personally appeared

_____ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledge that he/she signed the above document.

Affix Seal/Stamp Here

Notary Signature _____ My Commission Expires _____