INSTRUCTIONS FOR WASHINGTON STATE BIRTH CERTIFICATES

Please print clearly. Incomplete applications will be returned without processing. Make money order or cashiers check payable to “Mason County Public Health.”

1. Effective July 22, 2007 the pre-paid fee for each certified copy of a birth certificate issued will be $20. Two dollars of the twenty dollars goes to the Department of Health, Center for Health Statistics for the purpose of developing and maintaining the state vital records systems, including a web-based electronic death registration system. Eight dollars helps fund the Forensic Investigation Council, a fund supporting autopsies and death investigation at the local/county levels. Eight dollars stays with the local health jurisdiction.

2. Birth certificates applied for before 3:00 p.m can be picked up after 4:00 p.m. the same day. Birth certificates applied for after 3:00 p.m. will be available for pick-up after 4:00 p.m. the following day (allow 2-3 weeks from date of birth for newborns). For expedited service (when applying in person), please add $3.00 for the total order.

3. Local County Health Departments are linked into the Washington State Dept. of Health Center for Health Statistics birth database and can usually issue certified birth certificates state-wide. Currently, Washington State birth records from 1927 to present are on this database. For births prior to 1927 application must be made with the Center for Health Statistics in Olympia, (360) 236-4300. Washington State began filing birth and death records on July 1, 1907. Birth certificates prior to 1907 must be obtained in the county of event.

5. If a matching record is found, a certified copy will be issued for pick-up or will be sent to the mailing address indicated. If no record is found or cannot be issued at the local level, a letter will be sent followed by a refund of $8.00*. If a birth certificate is not picked up in 30 days, the certificate will be mailed to the address on the form.

6. Anytime a record is searched for and is found or not, a search fee of $8.00 is charged that is not refundable or transferable.

Send complete application and $20.00 money order for each certified copy requested to:

Mason County Public Health, Personal Health
415 N 6th Street
P.O. Box 1666
Shelton, WA 98584
(360) 427-9670, x400

* $20.00 less $8.00 non-refundable search fee plus $4.00 processing fee.
WASHINGTON STATE BIRTH CERTIFICATE APPLICATION

Quantity_______ Birth Certificate(s) @ $20.00 Each (Pre-paid).

Name on Record__________________________________________________________
First               Middle               Last

Date of Birth ___________________________________________________________

Place of Birth ___________________________________________________________
City      County      Hospital

Father's FullName__________________________________________________________

Mother's Full Maiden Name _______________________________________________
First               Middle               Last

Requestor’s Name and Address Required *(PLEASE PRINT)*

Name______________________________________________________________

Mailing Address_______________________________________________________

City _____________________________ State ___________ Zip ________________

Phone Number ________________________________________________________

Date Request R’cvd _________________________ Date Issued __________________

Birth Certificate Picked-Up / Mailed (date) _________________________________

Picked-Up / Mailed By ________________________________________________