

Use of this form indicates that you are part of a VoteRiders Partner Organization-led Voter ID Clinic and will share the non-personal data collected from the Clinic with VoteRiders.

INSTRUCTIONS FOR BIRTH CERTIFICATE APPLICATIONS IN GENERAL

Please refer to the State Birth Certificate Table (Table) for websites to obtain the applications and information on applying for birth records. With the exception of Hawaii and New York State, all states permit attorneys to request birth certificates on their clients' behalf. Please read the application carefully before beginning to write to ensure that you do not put client information where the attorney's should be. Remember, the attorney is usually the applicant.

With the exception of the states listed below, you will complete the application identifying the attorney as the applicant and note the relationship the attorney has with the client.

The attorney signs where it says "Applicant's Signature." The application should be mailed with a cover letter on firm letterhead which states that the attorney represents the client and is ordering the record on the client's behalf. The letter should also indicate that photocopies of the Representation Agreement, attorney's driver's license and attorney ID along with payment of the fee for the record are attached. These instructions apply to 38 of the state Vital Records Units.

There are some state Vital Record Units that have additional requirements as part of the application process. These Units and the additional requirements are identified and discussed below.

THE REQUIREMENT OF NOTARIZED SIGNATURES

Some state Vital Records Units require that the signature of the registrant (the person who is named on the birth record) or the attorney be notarized on the application, or that a notarized release be included if the record is to be sent to the attorney. California requires that a Sworn Statement form be signed and notarized by the registrant.

There will be a Notary Public available at each Clinic to notarize applicants' and attorney's signatures. When prospective clients call to register for a Voter ID Clinic, they will be asked to identify the state of their birth. If they indicate a state which has a notarization requirement, they will be advised of the identification documents they should bring to present to the Notary. If a client needs his signature notarized, the Notary will decide if there is enough identifying information available. If the Notary declines to notarize the client's signature, the

document that needs to be notarized should be given to the client with a stamped envelope, addressed to the Clinic Supervisor. Instruct the client not to sign the form right now. He will have to arrange to have his signature notarized on his own. Once this has been accomplished, he should return the document by mail.

Below is a list of state Vital Records Units that have a notary requirement:

Those that require the client to sign the application before a Notary:

Missouri	South Dakota
New York City	Tennessee

One that requires the attorney to sign the application before a Notary:

Minnesota

One that requires the client to sign a notarized Sworn Statement

California - This form is found on the California Vital Records website and is included with the birth certificate application. Copy and paste in your browser:

<http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/VS111.pdf>

Those that require the client to include a signed and notarized release in order for the record to be mailed to the attorney:

Maryland	New York City
New Jersey	Oklahoma
New Mexico	Wisconsin

A sample release appears at the end of these instructions.

The following is a list of Vital Record Units that require clients to include identification documents, even though they permit the attorney to apply for the record on the client's behalf:

New York City	Massachusetts	Michigan
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Note: New York has two separate Vital Records Units - one for people born in the five boroughs that comprise New York City, and a separate one for those born in any other part of New York State.

NYC's Client Identification Requirements: An attorney may request a birth certificate for a client, but both the attorney and the client must include ID. For a list of acceptable ID, copy and paste in your browser:

<http://www.nyc.gov/html/doh/html/services/vr-id.shtml>. NYC also requires that the client's signature on applications sent by mail be notarized. If the client does not have a secure mailbox and wants the record sent to the attorney, he must sign a notarized release permitting the birth certificate to be mailed to the attorney. Note: This means that in some circumstances, two notarizations may

be required for a client born in NYC. The attorney should mark the envelope “Attorney Request” before mailing.

In the event the client does not have a permanent address or acceptable ID (as delineated on the website identified above), the details of the client’s situation should be emailed to nycdohvr@health.nyc.gov for further consideration.

Massachusetts’ Client Identification Requirements: Nothing on the website or the application itself indicates that the client or the attorney needs to submit ID. However, experience has shown that applications to this Vital Records Unit may be declined if there is nothing submitted as proof of the client’s ID. The attorney must sign the application as the applicant, and include copies of the attorney’s photo ID and State Bar license as well as whatever documentation the client is able to provide. Some suggestions are utility bills or letters from governmental agencies.

Michigan’s Client Identification Requirements: The application indicates that an attorney may request the record and include his or her photo ID, but in practice this state’s clerks require that the registrant also include ID. Refer to the Alternative Documents listed on the application by copying and pasting http://www.michigan.gov/documents/birthapp_6360_7.PDF in your browser.

Two state Vital Records Units will not accept applications from attorneys on behalf of their clients. Those Units and their requirements are:

Hawaii: The only provision for an attorney to order a birth certificate by submitting his photo ID without the need to also include the registrant’s ID is if the attorney is the registrant’s legal guardian or the personal representative of an estate. If the attorney requests the record as a “person acting on behalf of the registrant,” the attorney must supply an original letter signed by the client/registrator authorizing the release of the record to such attorney **and** a photocopy of the registrant’s valid government-issued photo ID. The website does not list secondary acceptable documents. It is therefore not possible for you to help the client to obtain his birth certificate from Hawaii because he does not have the government photo ID required to obtain it.

NY State Requirements: New York State will release a birth certificate only to the person named on the record or the person’s parent, as long as the parent’s name appears on the record. It will not release the record to an attorney. The client must submit ID with the application. For a list of acceptable ID, copy and paste in your browser: http://www.health.ny.gov/vital_records/birth.htm.

TO THE DIVISION OF VITAL RECORDS (NAME OF STATE)

I, _____,

D.O.B. _____,

residing at

do hereby authorize you to release my birth record to my attorney,

Esquire, and to send it to my attorney's following address:

SIGNATURE

DATE

SWORN TO AND SUBSCRIBED TO BEFORE ME

THIS _____ DAY OF _____, 20 ____

NOTARY