



Washington State Department of Health

Birth / Death Certificate Mail Order Form

Instructions	<ul style="list-style-type: none"> Print clearly. We issue certificates for births and deaths that occurred in Washington State only. For a birth or death before July 1, 1907, contact the local health department where the event occurred. We only accept checks or money orders for mail orders. Do not send cash or credit card information. \$20.00 per certificate. If adopted, provide your adoptive name and adoptive parents' information. Visit www.doh.wa.gov for more information and ordering options or call 360-236-4300, Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time.
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Contact Information	Name of person ordering certificate(s):		
	Company name (if applicable):		
	Address sending certificate(s) to: (Street address required for FedEx orders)		
	City:	State:	ZIP Code:
	Daytime Phone: (_____) _____		Email Address:

Complete ALL fields below with <u>exact</u> and <u>complete</u> information.		<input type="checkbox"/> Paternity Verification Letter (Copy of Parent ID required). Court activities such as custody, parenting plan or child support may require a paternity verification letter AND a birth certificate.			
Birth Certificate Request	Number of Certificates Ordering _____				
Full Name on Certificate:		(First)	(Full Middle Name)	(Last)	
Date of Birth (Month/Day/Year): (7/1/1907 – present)		City or County of Birth:			
Father/Parent Birth Name:		(First)	(Full Middle Name)	(Birth/Maiden Last Name)	<input type="checkbox"/> Not Listed
Mother/Parent Birth Name:		(First)	(Full Middle Name)	(Birth/Maiden Last Name)	

Death Certificate Request	Number of Certificates Ordering _____			
Name on Certificate:		(First)	(Middle)	(Last)
Approximate Date of Death or 10 year search range (7/1/1907 – present):		Date of Birth, if known:		
City or County of Death:		Spouse, if known:		

Complete payment and mailing information below:

Total number of certified certificates: _____	x \$20.00 =		\$
Total number of Heirloom ⁺ birth certificates: _____	x \$40.00 =		\$
Fee for filing a Paternity Acknowledgment OR an Adoption <input type="checkbox"/>	\$15.00 =		\$
Paternity Verification Letter (copy of parent ID required) <input type="checkbox"/>	\$15.00 =		\$
Paternity Verification Letter (\$15) + certified birth certificate (\$20) <input type="checkbox"/>	\$35.00 =		\$
First Class Mail (allow 2-3 weeks for delivery) <input type="checkbox"/>	No additional charge		
*USPS Express Mail Delivery (street address or PO Box) <input type="checkbox"/>	\$18.30 =		\$
*Fed Ex to continental US (no PO Box) <input type="checkbox"/>	\$15.00 =		\$
*Fed Ex to AK/HI/Canada/Mexico (no PO Box) <input type="checkbox"/>	\$25.00 =		\$
TOTAL AMOUNT DUE			\$

Make checks or money orders payable to DOH.

MAIL ORDERS TO:
 Department of Health
 PO Box 9709
 Olympia WA
 98507-9709

*Additional charges for express delivery are per order, not per certificate.
 *Signature is required at time of delivery for USPS Express Mail and Federal Express orders.
 +Go to our website at www.doh.wa.gov for information on Heirloom Birth Certificates.