

**THIS FORM FOR USE ONLY BY Department of Juvenile Justice**



**State of Florida - Department of Health  
Office of Vital Statistics  
APPLICATION FOR FLORIDA BIRTH RECORD**

The requested birth certificate is being released to the Department of Juvenile Justice (DJJ) pursuant to Memorandum of Understanding between the Florida Department of Juvenile Justice and the Florida Department of Health. Applicant MUST CLEARLY identify that they are requesting on behalf of DJJ. Such access to this information is exclusively for the purpose of assisting the juvenile justice involved youth with proving the youth's identity in order to obtain a state identification card from the Division of Motor Vehicles. DJJ shall ensure that all staff accessing DOH data certified copies are trained on use of Birth Record and the confidential status associated with its usage. The parties acknowledge that breaching the confidentiality of the Vital Records is a criminal offense and may be prosecuted as such as provided in Section 382.026(8), Florida Statutes.

CHILD'S FULL NAME AS SHOWN ON BIRTH RECORD	FIRST			MIDDLE	LAST	SUFFIX
IF NAME WAS CHANGED SINCE BIRTH, INDICATE NEW NAME	FIRST			MIDDLE	LAST	SUFFIX
DATE OF BIRTH	MONTH	DAY	YEAR (4-DIGIT)	STATE FILE NUMBER (If known)		SEX
PLACE OF BIRTH	HOSPITAL			CITY OR TOWN	COUNTY	
MOTHER'S MAIDEN NAME (Name before marriage)	FIRST			MIDDLE	LAST	SUFFIX
FATHER'S NAME	FIRST			MIDDLE	LAST	SUFFIX

**A BIRTH RECORD SEARCH REQUIRES ADVANCE PAYMENT OF A NON-REFUNDABLE SEARCH FEE OF \$9.00.**

A Computer Certification requires the \$9.00 fee which entitles the applicant to one registered birth (1917 to present) or if a record is not found, a certified "No Record Found" statement will be issued.

- The Computer Certification is recognized and accepted by ALL State and Federal Agencies.
- Normal processing time is 3-4 business days, provided the record and application are complete and in order.

\$9.00	X		=	\$
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**Additional Computer Certifications:**

\$4.00 for each subsequent Computer Certification

\$4.00	X		=	\$
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**Additional Years to be Searched:**

\$2.00 for each additional year. The maximum additional year search fee is \$ 50.00 regardless of the total number of years to be searched. (Indicate the range of years to be searched in the 2<sup>nd</sup> Box.)

\$2.00	X		=	\$
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**RUSH ORDERS (Optional):** RUSH Fees are an additional \$10.00.

If you desire RUSH service, mark the outside of your envelope "RUSH" (Processing time is 1-2 business days)

\$10.00	X	1	=	\$
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**TOTAL AMOUNT ENCLOSED:** Check or Money Order Payable to: Vital Statistics. (DO NOT SEND CASH)

International payments should be made by Cashiers Check or Money Order in U. S. Dollars.

Florida Law imposes an additional service charge of \$15.00 for dishonored checks.

ENCLOSE COPY OF VALID PHOTO IDENTIFICATION OR YOUR ORDER WILL NOT BE COMPLETED	\$
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**APPLICANT NAME/DELIVERY INFORMATION**

*Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.*

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)
<b>DEPARTMENT OF JUVENILE JUSTICE – attach copy of DJJ photo identification to this request.</b>			
DELIVERY ADDRESS (INCLUDE APT. NO., IF APPLICABLE)	CITY	STATE	ZIP CODE
HOME PHONE NUMBER ( )	RELATIONSHIP TO REGISTRANT	SIGNATURE OF APPLICANT	
WORK PHONE NUMBER ( )			
IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO.	IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT AND THEIR RELATIONSHIP TO REGISTRANT		

**IF THE CERTIFICATION IS TO BE MAILED TO ANOTHER PERSON OR ADDRESS USE THE SPACES BELOW TO SPECIFY SHIP TO NAME AND ADDRESS.**

SHIP TO NAME TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)
HOME PHONE NUMBER ( )	SHIP TO STREET ADDRESS (AND APT. NO. IF APPLICABLE)		
WORK PHONE NUMBER ( )	CITY	STATE	ZIP CODE