

INSTRUCTIONS TO COMPLETE APPLICATION FOR INFORMATIONAL CERTIFIED COPY OF A BIRTH OR DEATH RECORD

1	Certificate Information: Print or type number of copies requested Print or type name of registrant/decedent Print or type date of birth/death Print or type city of birth/death Print or type father's name Print or type mother's maiden name
2	Applicant Information: Print or type name of person ordering copy Print or type address of person ordering copy Print or type mailing address of person ordering copy, if different then address above Print or type telephone number of person ordering copy, including area code
3	If you need a certified copy to obtain a driver's license, passport, or register for insurance coverage you should not use a restricted certified copy of a birth or death record. Please refer to information on unrestricted certified copies.
4	Applicant signs and dates application in the appropriate spaces.

NOTE: Records are available only for births or deaths that have occurred in Nevada County.

When ordering by mail, send original application and appropriate fees with check payable to:

Nevada County Vital Records
500 Crown Point Circle, Suite 110
Grass Valley, CA 95945
(530) 265-7264