



How to Apply for a Birth Certificate

The Gila County Office of Vital Records encourages parents to apply for a birth certificate soon after the birth of a child for the following reasons:

1. A birth certificate is required to enroll your child in school.
2. A birth certificate can be used to obtain a Social Security card for your child.
3. A birth certificate is required when applying for most types of public assistance.
4. A birth certificate is required in order to obtain a US Passport.

Note: Before submitting an application; all applicants and registrants must be born in Arizona.

How To Apply At This Location:

1. Carefully complete and sign the application provided to you by the front desk clerk.
2. You must bring with you a valid government issued picture identification, which includes your signature, such as a driver's license. (Proof of relationship and/or documentation to prove legal interest is required if applicable).
3. Give your identification to the front desk clerk for a copy to be made and attached to your application. (see attached list for acceptable identification).
4. Include your cash, check or money order payment of \$20 per certified copy (made payable to Gila County Health & Emergency Services) with your application and copy of identification.
5. Next give the front desk clerk your application, payment to be attached to the copy of your identification.

Your application will be given to the Office of Vital Records immediately. Within 7-10 business days you will receive your birth certificate(s) **OR** a letter stating the problems that are preventing us from giving you the certificate(s). You may contact us at (928) 402-8811 to inquire about the status of your application.

Note: An incomplete application will delay the processing of your request.

Eligibility & Requirements:

1. Self - the person named on the birth certificate. All applicants **MUST** be 18 years or older.
2. Family member - a spouse, natural or adopted offspring, parents, grandparents, grandchild, siblings, aunt, uncle or first/second cousins. All applicants except for the parents **MUST** provide proof of relationship and valid legal interest in the certificate.
3. Guardian - one who has legal custody or control of a minor child. Guardian **MUST** provide a certified copy of the court order establishing guardianship and legal custody.

For more eligibility information please contact (928) 402-8811 or visit <http://www.azdhs.gov/vital-records/>.