



**Brevard County Health Department
Vital Statistics**
2575 N. Courtenay Pkwy., Suite 104
Merritt Island, FL 32953
Phone: (321) 454-7163
Fax: (321) 454-7164



Apply in person: Monday through Friday from 8:00AM to 4:00 PM

**** For newborns, please allow four weeks before mailing in your application or applying in person. ****

Requirement for ordering: If applicant is self, parent, legal guardian, or legal representative, then the applicant must provide a photo identification. If applicant is not one of the above, an Affidavit to release the birth certificate must be completed by an authorized person and submitted in addition to this application form. Acceptable forms of identification are the following: Driver's license, State Identification Card, Passport, and/or Military Identification Card. **ID MUST BE VALID and NOT EXPIRED. Entire application form must be completed for processing**

APPLICANT:

Person Requesting Record (print)	Relationship (Mother, Father, Self, Legal Guardian, etc.)
Requester's Signature	Driver's License Number / ID Card Number
Address	Phone Number
City, State, Zip Code	

**Photo identification MUST be provided for both in person and mail orders.
If ordering by mail, enclose a photocopy of your Driver License or State Issued photo ID.**

CERTIFICATE HOLDER (INFORMATION FOR RECORD BEING REQUESTED):

FULL NAME AT BIRTH	FIRST	MIDDLE	LAST	
If person on record is adopted or has had a legal name change, (OTHER THAN MARRIAGE) indicate that name here. ►				
PLACE OF BIRTH	HOSPITAL	CITY	COUNTY	STATE FLORIDA
DATE OF BIRTH	MONTH	DAY	YEAR	SEX (circle one) M F
MOTHER'S MAIDEN NAME	FIRST	MIDDLE	LAST	
FATHER'S NAME	FIRST	MIDDLE	LAST	

	Quantity	Cost	Total Amount Enclosed \$
Certified Birth Certificate Copy		\$12.00 per copy	
Protective Plastic Cover		\$ 2.00 per unit	
SHIPPING & HANDLING for Mail-In Requests ONLY		\$ 1.00 per order	
RUSH FEE for Fax Orders with Credit Card payment ONLY		\$10.00 per order	
Next Day Delivery		\$18.00 per order	

Fees entitles the applicant to a computer certification of a registered birth

Acceptable forms of payment: Cash, Local (Florida) Check, Money Order, Visa, Mastercard & Debit Cards.
Please do not mail cash with your mail-in request.

No out of state checks accepted. Mail MONEY ORDERS ONLY.

Make check or Money Order payable to **BREVARD COUNTY HEALTH DEPT.**

Credit Card Authorization required for mail and fax orders.

INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

Our office issues certified copies of birth records once the required fee is received and the eligibility requirements listed below have been met.

Eligibility: Birth certificates can be issued only to: 1) the registrant (the child named on the record) if of legal age (18), 2) parent, 3) guardian, or 4) a legal representative of one of these persons or 5) by court order. In the case of a deceased registrant, upon receipt of the death certificate of the decedent, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parents.

Requirement for ordering: If applicant is self, parent, guardian, or legal representative, then the applicant must provide a completed application along with photo identification (ID). *If guardian, a copy of appointment orders must be included.* If legal representative, your attorney ID number, and a notation of whom you represent and their relationship to the registrant must be included with your request. If you are an agent of a local, state, or federal agency requesting a record, indicate in the space provided for “relationship” the name of the agency and that you are requesting for official purposes.

If applicant is not one of the above, a notarized Affidavit to Release A Birth Certificate (DH Form 1958 7/03) must be completed by an authorized person and submitted along with this application form and your photo identification.

Acceptable forms of identification are the following: Driver’s license, State Identification Card, Passport, and/or Military Identification Card.