

Long Beach Vital Records Birth Certificate Requests

ELIGIBILITY AND REQUIRED INFORMATION

To apply, you will need:

- A valid picture identification (i.e., Driver's License or Passport)
- Full name of the person as it appears on the Birth Certificate
- Newborn's date of birth
- Hospital/Place of Birth Location (must be in Long Beach, California)
- Name of parent(s) at birth

WHO CAN REQUEST A BIRTH CERTIFICATE?

- Parent or legal guardian
- Court-ordered parties (attorney, adoption agency)
- Law enforcement or government agencies
- Child, grandparent, grandchild, sibling, spouse, or domestic partner
- Attorney or authorized person acting on behalf of registrant

WAYS TO APPLY



Online Request

1. With your smartphone or tablet, scan the QR code or visit us at longbeach.gov/birthrecords
2. Complete the online form, select delivery method, and pay the fee.
3. Receive confirmation when your order is approved and ready.

In-person Request

2525 Grand Ave.

Long Beach, CA 90815

Monday - Friday

8am-4pm (Closed 12:00pm to 1:00pm)

Walk-in only. No appointments

- In-person requests take approximately 7 to 10 business days. Same-day rush available with an additional fee
- Pick up or request the certificate to be mailed to you

Mail-in Request:

MAIL PAPERWORK AND CHECK TO:

Long Beach Department of Health and Human Services c/o Vital Records
2525 Grand Ave.
Long Beach, CA 90815

** Please allow up to 2-3 weeks to receive your requested documents*

1. **Completed Birth Certificate Application** (available at longbeach.gov/birthrecords or QR code)
2. **Sworn Statement** (signed in the presence of a Notary)
3. **\$32 check or money order** (payable to **Long Beach Department of Health and Human Services**).
*NO CASH will be accepted



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FREQUENTLY ASKED QUESTIONS (FAQ)

CAN I REQUEST A BIRTH CERTIFICATE FOR SOMEONE BORN OVER A YEAR AGO?

- Long Beach Vital Records Program can process birth certificates for anyone born in Long Beach since 2019.
- You can obtain records for people born before 2019 by contacting LA County Recorder's Office:



(800) 201-8999



lavote.gov/home/recorder



12400 Imperial Hwy Norwalk, CA 90650

CAN I OBTAIN A BIRTH CERTIFICATE IN LONG BEACH IF MY BABY WAS BORN IN A SURROUNDING COUNTY (I.E., LOS ANGELES OR ORANGE COUNTY)?

No, the Long Beach Vital Records Program can only process birth certificates for births that occurred in the City Long Beach.

HOW SOON AFTER MY BABY IS BORN CAN I REQUEST A BIRTH CERTIFICATE?

Birth Certificates can take up to 21 days to be available.

HOW MUCH IS A BIRTH CERTIFICATE?

BIRTH CERTIFICATE	\$32.00 per copy
SAME-DAY RUSH (optional) IN PERSON ONLY	Additional charge of \$25.00

For information on fees, please visit the website at longbeach.gov/birthrecords or by using the QR code.

Use the QR Code to complete Birth Certificate Application Form



WHAT TYPE OF PAYMENTS DO YOU ACCEPT?

- Cash (We do not accept bills larger than \$20)
- Credit/Debit Card (American Express and Discover cards are not accepted)
- Check payable to Long Beach Department of Health and Human Services
- Money order payable to Long Beach Department of Health and Human Services

FOR MORE INFORMATION:



562.570.4305



vitalrecords@longbeach.gov



longbeach.gov/vitalrecords

