

# Vital Records

## Checklist

Please complete this checklist to ensure all items are in packet before submitting your application. Your application packet is not complete unless all required items are included. Tentative turnaround time is 2-4 weeks. **The application packet and all fees must be mailed in.**

Complete application packet and mail to:

Department of Health and Human Services  
2525 Grand Ave.  
Long Beach, Ca 90815  
Attn: Vital Records

**Please do NOT drop-off paperwork at physical address**

**\*\*When requesting birth certificate\*\***

1. Child must have been born in the City of Long Beach and currently under the age of 1 year old.
2. Signature on application must be witnessed by notary and notarized sworn statement completed.
3. Payment: \$32.00/each certified copy made by Check or Money Order:
  - Payable to: City of Long Beach
4. Please include a self-addressed stamp envelope. This will be used to mail your certificate back to you.

\*\*The City of Long Beach is not responsible for lost or stolen mail. Please ensure address is clear and legible. \*\*

Check-off	Required Items
	Birth Certificate Application
	Notarized Sworn Statement
	Payment: Check or Money Order
	Self-addressed envelope (with stamp)

Notary services:

Most UPS and FedEx stores have notary services available, as well as credit unions and banks.

If you have any questions, please contact birth records at (562) 570-4305