

Notarized Permission to Order or Pick Up a Vital Record Certificate

This form may be used by someone who is eligible for a vital record certificate to grant permission to order or pick up a certificate to someone who is not eligible. Information about who is eligible for a record is available at bit.ly/orvrEligibility. Documentation may be required to prove eligibility.

This permission can be used once within a year of being signed.

_____ gives permission to _____
Name of eligible person Name of person receiving permission

Choose:

- to order and receive
- to pick up

Choose:

- a birth certificate
- a death certificate
- a marriage certificate
- a divorce certificate

Name on certificate being ordered or picked up:

_____ _____ _____
First Middle Last

Relationship between eligible person to person on certificate: _____

STOP! Do not sign until notary is present.

Printed name of eligible person: _____

▶ Signature of eligible person: _____

▶ Signature of Notary: _____

My commission expires: _____

Subscribed to before me on this _____ day of _____ 20____

State of: _____ County of: _____

Seal/Stamp

NOTARY INSTRUCTIONS: If notary is using a raised seal, indicate in which state you are registered as a notary and the date your commission expires. Notary signature and seal must appear in this form. Do not attach a separate notary statement.