

WASHINGTON STATE VITAL RECORDS ACCEPTABLE PROOFS OF ELIGIBILITY DOCUMENTATION

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Use the table below to decide which document will best prove your eligibility to obtain a certified copy of a birth or death certificate based on your relationship to the subject of the record (person named in the certificate). The Department of Health (DOH) Center for Health Statistics (CHS) created this document as a guide and should not be considered an exclusive list.

PLEASE NOTE: You must submit a government-issued photo ID with all certificate orders to prove your identity. If the name on your identity document differs from the name listed on the certificate or other documentation provided, please also provide proof of a legal name change.

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Self	Nothing is needed if the name on your identity document matches the name listed on the certificate.	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>
Spouse/Domestic Partner	Submit a copy of your marriage or domestic partnership certificate that links you to the subject of record on the requested certificate.	Nothing is needed if the name on your identity document matches the spouse/domestic partner's name listed on the death certificate.	Nothing is needed if the name on your identity document matches the spouse/domestic partner's name listed on the death certificate.	<i>Not applicable</i>	<i>Not applicable</i>

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Child	Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.	Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.	Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.	<i>Not applicable</i>	<i>Not applicable</i>
Parent	Nothing is needed if the name on your identity document matches one of the parent's names listed on the birth certificate.	Nothing is needed if the name on your identity document matches one of the parent's names listed on the death certificate.	Nothing is needed if the name on your identity document matches one of the parent's names listed on the death certificate.	Only the individual who gave birth listed on the record is qualified. Nothing is needed if the name on your identity document matches the individual who gave birth's name listed on the certificate of birth resulting in stillbirth.	Nothing is needed if the name on your identity document matches one of the parent's names listed on the death certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Stepparent	Submit a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.	Submit a copy of the birth certificate and a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.	Submit a copy of the birth certificate and a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.	<i>Not applicable</i>	<i>Not applicable</i>
Stepchild	Submit a copy of your birth certificate and parent's marriage certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of your birth certificate and a copy of your parent's marriage or domestic partnership certificate that links you to the person named on the requested certificate.	Submit a copy of your birth certificate and a copy of your parent's marriage or domestic partnership certificate that links you to the person named on the requested certificate.	<i>Not applicable</i>	<i>Not applicable</i>
Sibling	Submit a copy of your birth certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	<i>Not applicable</i>	Submit a copy of your birth certificate that links you to one of the parents listed on the requested certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Grandparent	Submit a copy of your child's birth certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	<i>Not applicable</i>	Submit a copy of your child's birth certificate that links you to one of the parents listed on the requested certificate.
Grandchild	Submit a copy of your birth certificate, along with a copy of your parent's birth certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	<i>Not applicable</i>	<i>Not applicable</i>

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Great Grandparent	Submit a copy of your child's birth certificate, along with a copy of your grandchild's birth certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	<i>Not applicable</i>	<i>Not applicable</i>
Great Grandchild	Submit a copy of your birth certificate, along with a copy of your parent's and grandparent's birth certificate that links you to one of the parents listed on the requested certificate.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.	<i>Not applicable</i>	<i>Not applicable</i>

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Legal Guardian <i>"Legal guardian" means a person who serves as a guardian for the purpose of either legal or custodial matters, or both, relating to the person for whom the guardian is appointed. The term legal guardian includes, but is not limited to, guardians appointed pursuant to chapters 11.130 and 13.36 RCW. RCW 70.58A.010(21).</i>	Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.	Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.	Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.	<i>Not applicable</i>	<i>Not applicable</i>
Next of Kin If you are not qualified under another relationship, you may qualify as next of kin listed in RCW 11.28.120. 1) Spouse/domestic partner 2) Child 3) Parent 4) Sibling 5) Grandchild 6) Niece/Nephew	<i>Not applicable</i>	Submit a copy of each birth certificate (for each degree of separation) that links you to the subject of the record.	Submit a copy of each birth certificate (for each degree of separation) that links you to the subject of the record.	<i>Not applicable</i>	<i>Not applicable</i>

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Legal Representative <i>"Legal representative" means a licensed attorney representing either the subject of the record or qualified applicant. RCW 70.58A.010(22).</i>	Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	<i>Not applicable</i>	Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of a parent named on the requested certificate.
Authorized Representative <i>"Authorized representative" means a person permitted to receive a certification who is:</i> <i>(a) Identified in a notarized statement signed by a qualified applicant; or</i> <i>(b) An agent identified in a power of attorney as defined in chapter 11.125 RCW. RCW 70.58A.010(3).</i>	Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.	Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.	<i>Not applicable</i>	Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Government Agency <i>"Government agencies" include state boards, commissions, committees, departments, educational institutions, or other state agencies which are created by or pursuant to statute, other than courts and the legislature; county or city agencies, United States federal agencies, and federally recognized tribes and tribal organizations. RCW70.58A.010(16).</i>	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	<i>Not applicable.</i>	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Courts	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.	<i>Not applicable</i>	Submit an identification card issued by your government agency that contains your full name and photograph. Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Title Insurer or Title Insurance Agent	Not applicable	Not applicable	Submit official document or letter from organization that authorizes you as the title insurer or title insurance agent handling a transaction on behalf of the person named on the requested certificate.	<i>Not applicable</i>	Not applicable
Funeral director or funeral establishment within 12 months from the date of death <i>"Funeral director" means a person licensed under chapter 18.39 RCW as a funeral director. RCW 70.58A.010(14).</i> <i>"Funeral establishment" means a place of business licensed under chapter 18.39 RCW as a funeral establishment. RCW 70.58A.010(15).</i>	<i>Not applicable</i>	Submit official business document identifying you are with the funeral establishment listed on the requested certificate.	Submit official business document identifying you are with the funeral establishment listed on the requested certificate.	<i>Not applicable</i>	Submit official business document identifying you are with the funeral establishment listed on the requested certificate.

ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

Applicant's Relationship to Certificate Holder	Birth Certificate	Long Form Death Certificate	Short Form Death Certificate	Certificate of Birth Resulting in Stillbirth	Fetal Death Certificate
Person who has right to control disposition of human remains under RCW 68.50.160 named on the record within 12 months from the date of death	<i>Not applicable</i>	Submit documentation, such as court records or other legal documentation that authorizes you to have the right to control the disposition of human remains of the person named on the requested certificate.	Submit documentation, such as court records or other legal documentation that authorizes you to have the right to control the disposition of human remains of the person named on the requested certificate.	<i>Not applicable</i>	<i>Not applicable</i>
Determination related to the death or protection of a personal or property right related to the death	<i>Not applicable</i>	<i>Not applicable</i>	Submit documentation such as, but not limited to, court records or other legal documentation that the requested certificate will be used for the determination related to the death or protection of a personal or property right related to the death.	<i>Not applicable</i>	<i>Not applicable</i>