# BIRTH CERTIFICATE APPLICATION BY MAIL

## PART I: REGISTRANT’S INFORMATION

<table>
<thead>
<tr>
<th>Father’s Last Name</th>
<th>Mother’s Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

1. Name at birth: 

2. Date of birth: (month/date/year) 

3. Place of birth: (town and hospital) 

4. Father’s Name: 

5. Mother’s Name: 

6. The certificate will be used for: 

7. Number of copies: 

## Part II: APPLICANT’S INFORMATION*

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Father’s Last Name</th>
<th>Mother’s Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

1. Applicant’s Name: 

2. Relationship:** 

3. Applicant’s address: 

4. Address where you want the certificate to be sent: 

5. Applicant’s identification included: 
   - __ Driver’s Lic 
   - __ State ID 
   - __ Passport 
   - __ Public Assistance 
   - ___ Other 

6. Applicant’s signature and date: 

## IMPORTANT: FIRST COPY $5.00 EACH / ADDITIONAL COPY $4.00 OF SAME PERSON

1. Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910.

2. If the applicant lives in Puerto Rico, they can visit any Local Registry near their house to complete an application.

3. Applicant must send a photocopy of a recent valid photo-identification card.

4. Applicant in Puerto Rico: Please send $5.00 internal Revenue Stamp for the first copy requested and $4.00 for each additional copy for the same person.

5. Applicant out of Puerto Rico: Please send $5.00 Money Order payable to Secretary of the Treasury.

6. Please send a self-addressed-stamped-envelope to mail in your certificate.

7. For rush mail as FedEx, Express Mail, Registered, UPS, etc., our address is: 171 Quisqueya Street, Hato Rey, PR 00917.

WRITE CLEARLY YOUR NAME AND ADDRESS

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*Applicant – means registrant, their children over 18 years of age, legal representative.

**Relationship – relation between the applicant and the registrant. This blank will be filled out if applicant and Registrant is not the same person.