

COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF HEALTH  
DEMOGRAPHIC REGISTRY

BIRTH CERTIFICATE APPLICATION BY MAIL

PART I: REGISTRANT'S INFORMATION

1. Name at birth:			
Father's Last Name	Mother's Last Name	First Name	Middle Name
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\*

1. Applicant's Name:				2. Relationship:**	
Father's Last Name	Mother's Last Name	First Name	Middle Name		
3. Applicant's address:			4. Address where you want the certificate to be sent:		
5. Applicant's identification included: __ Other __ 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

<ol style="list-style-type: none"><li>1. Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910</li><li>2. If the applicant lives in Puerto Rico can visit any Local Registry near his/her house to complete an application.</li><li>3. Applicant must send a photocopy of a recent valid photo-identification card.</li><li>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.</li><li>5. Applicant out of Puerto Rico: Please send \$5.00 Money Order payable to Secretary of the Treasury.</li><li>6. Please send a self-addressed-stamped-envelope to mail in your certificate.</li><li>7. For rush mail as Fedex, Exp. Mail, Registered, UPS, etc. our address is: 171 Quisqueya Street, Hato Rey, PR 00917</li></ol>
WRITE CLEARLY YOUR NAME AND ADDRESS

\*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.