



Oklahoma State Department of Health  
Creating a State of Health

June 17, 2009

To DOC Case Managers:

For an individual who is in the custody of the Department of Corrections and applying for their personal birth certificate, the office of Vital Records requires specific items before the request can be processed.

The required items are as follows:

- Birth Certificate Request Application – This application must be completed in its entirety, providing all birth facts. (requestor's full name, date of birth, place of birth, father's full name, and mother's full maiden name)
- \$15.00 Searching Fee (includes one copy of certified record if found) – The searching fee is not refundable or transferable. Paid fees are good for a period of 12 months. Please make checks payable to OSDH-Vital Records.
- Full Copy of Inmates Consolidated Record Card (CRC) – The CRC will be used as a form of identification for the inmate.
- Copy of Case Manager's ID Badge – The badge will be used for validation of the inmate.
- Self-Addressed Stamped Envelope - This envelope will be used to send the requested birth certificate and should be addressed to the DOC Case Manager.

Please mail completed birth certificate request applications to:

Oklahoma State Department of Health  
Vital Records Division  
1000 N.E. 10<sup>th</sup> Street  
Oklahoma City, OK 73117

Please note that Vital Records is unable to provide anyone else's birth certificate to the inmate. If an inmate is in need of a birth certificate for his/her child, they will need to write a letter authorizing Vital Records to release a copy or copies to the current guardian of the child. Also, Vital Records is unable to release death certificates to inmates.

We appreciate you helping to make this process as smooth as possible for DOC Inmates and Vital Records Staff.

If you should have any questions regarding obtaining birth certificates for inmates please do not hesitate to contact Terry Hatley with the Vital Records Special Services Unit at 405-271-9444 ext. 56120

Sincerely,

  
Kelly Baker, Director  
Center of Health Statistics  
and State Registrar