

Instructions for Birth/Death Informational Copies Order Form

Carefully read these instructions before completing and submitting the Birth/Death Informational Copies Order Form. Chapter 70.58A RCW and Chapter 246-491 WAC requires applicants to provide required information to order noncertified informational copies of birth and death records.

Checklist for completing the Birth/Death Informational Copies Order Form:

- Complete all fields on the informational copies form
- Check or money order made payable to **TCHD**
- Send the order form and nonrefundable payment to:

Thurston County Public Health & Social Services
Attn: Vital Records
412 Lilly Rd NE
Olympia, WA 98506

What is a noncertified informational copy?

Noncertified informational copies of birth and death records are not issued on the certified paper with security features and cannot be used for legal purposes. It will contain a watermark stating "Cannot be used for legal purposes. Informational only."

Check with the agency or business about whether they will accept informational copies prior to purchasing a noncertified informational copy.

Informational copies of birth records contain the same information as a certified birth copy.

Informational copies of death records contain the same information as the certified short form death copy. It does not contain cause and manner of death information or social security number of the decedent.

Noncertified informational copy of long form death, fetal death, marriage, or divorce records are not available.

What information is required for noncertified informational copy of birth records?

The following information is required as it appears on the birth record:

- First, middle, and last name of the subject of the record
- First and last name of all parents listed on the record
- Date of birth (month, date, year)
- City or county where the birth occurred

What information is required for noncertified informational copy of death records?

The following information is required as it appears on the death record:

- First and last name of the decedent
- Approximate date of death (month and year)
- City or county where the death occurred

BIRTH/DEATH INFORMATIONAL COPY ORDER FORM

REQUESTOR INFORMATION	NAME OF PERSON ORDERING CERTIFICATE(S)		
	MAILING ADDRESS		
	CITY	STATE	ZIP CODE
	DAYTIME PHONE NUMBER	EMAIL ADDRESS	

NONCERTIFIED INFORMATIONAL COPIES OF BIRTH AND DEATH RECORDS ARE NOT ISSUED ON CERTIFIED PAPER AND CANNOT BE USED FOR LEGAL PURPOSES. COPIES WILL CONTAIN A WATERMARK STATING THAT IT IS FOR INFORMATIONAL PURPOSES ONLY. THE INFORMATIONAL DEATH COPY WILL NOT DISPLAY CAUSE AND MANNER OF DEATH OR DECEDENT'S SOCIAL SECURITY NUMBER.

BIRTH RECORD DETAILS	FIRST NAME ON CERTIFICATE	FULL MIDDLE NAME ON CERTIFICATE	LAST NAME ON CERTIFICATE
	DATE OF BIRTH (mm/dd/yyyy)	CITY OF BIRTH	COUNTY OF BIRTH
	MOTHER/PARENT FIRST NAME	MOTHER/PARENT MIDDLE NAME	MOTHER/PARENT MAIDEN LAST NAME
	FATHER/PARENT FIRST NAME	FATHER/PARENT MIDDLE NAME	FATHER/PARENT LAST NAME

DEATH RECORD DETAILS	FIRST NAME	FULL MIDDLE NAME	LAST NAME
	DATE OF DEATH (mm/dd/yyyy)	CITY OR COUNTY OF DEATH	
	OTHER NAMES (EX. MAIDEN NAME, MARRIED NAMES)	SPOUSE(S), IF KNOWN	
	DATE OF BIRTH, IF KNOWN	PLACE OF BIRTH, IF KNOWN	

ENTER THE QUANTITY OF ORDER					
Total number of INFORMATIONAL copies		x	\$25.00	=	

Orders may be submitted by:

MAIL OR IN-PERSON TO:

Thurston County Public Health & Social Services
ATTN: Vital Records
412 Lilly Rd NE
Olympia, WA 98506

PAYMENT		
MAIL ORDERS – Check or Money Order only. Payable to TCHD		
IN PERSON – Cash, check, money order or debit/credit card** **Fee for debit/credit card transactions is \$2.00 or 2.35% (whichever is greater)		
OFFICE USE ONLY		
Authorization #		
CASH AMOUNT	CHECK/M.O. #	CHECK/M.O. AMOUNT
TODAY'S DATE	IN PERSON <input type="checkbox"/>	MAILED <input type="checkbox"/>