

Use of this form indicates that you are part of a VoteRiders Partner Organization-led Voter ID Clinic and will share the non-personal data collected from the Clinic with VoteRiders.

INSTRUCTIONS FOR PENNSYLVANIA BIRTH CERTIFICATE APPLICATION

Click on the PA link in the VoteRiders Voter ID Clinics document entitled "State Birth Certificate Table." The PA Dept of Health page has a bold "Customer Satisfaction Survey" on the right; in the left toolbar, click on "Birth and Death Certificates" and then on "Birth Certificates," which is a dropdown in the left-hand toolbar. Then on the page which is entitled "Birth Certificates," scroll down to "How to get a Birth Certificate." Click on the link "Request by Mail." That page provides specific instructions and the click-through to an "Application for Certified Copy of Birth Record."

Pennsylvania law permits an attorney to request a birth certificate on behalf of a client. The application should be mailed with a cover letter on firm letterhead, stating that the attorney represents the client and is ordering the record on the client's behalf and is attaching the Representation Agreement, photocopies of the attorney's driver's license and attorney ID. The form is divided into five parts. Below are instructions on how to properly complete the form:

Part 1

The attorney is the applicant and therefore signs on that line (not the client).

Note: If the client is a veteran or the spouse or dependent of a veteran, the veteran must co-sign this section for the record to be obtained free of charge.

Part 2

The attorney Voter Advocate should complete this portion with his/her information; check "Voter ID" in the portion that requests "Intended Use of Certified Copy." If the client needs a copy of his/her birth certificate in order to register to vote in another state, check "Other" and list the reason as "required to register to vote."

Part 3

Complete to the best of the client's knowledge. If an answer is unknown, write "Unknown."

IMPORTANT: Many times a client only knows the name of his mother. However, if a client claims not to know the name of either parent, this should alert you to the possibility of adoption. Ask whether the client was adopted, and if so, obtain the name(s) of the adoptive parent(s). The birth certificate would have been amended to include the adoptive parent(s)' names, so their names should be written on the application.

Part 4

As stated above, if the client is a veteran or the spouse or dependent of a veteran, the fee for the record is waived. However, this section must be completed, and the veteran must co-sign the application with the attorney in Part 1.

Part 5

Disregard this section except for mailing address.