

R9-19-212 Requesting a Noncertified Copy of a Certificate of Birth Registration

- A. A noncertified copy of a certificate of birth registration contains, as available, the information specified in R9-19-210(A).
- B. Except as provided in subsection (C), a person who is conducting research may request a noncertified copy of an individual's certificate of birth registration by submitting to the State Registrar:
 - 1. A written request, in a Department-provided format, that includes:
 - a. The name and mailing address of the person submitting the request;
 - b. Contact information for the person submitting the request, which includes a telephone number or an e-mail address;
 - c. The reason the person is requesting a noncertified copy of the individual's certificate of birth registration;
 - d. The information required in R9-19-211(A)(1)(d) through (f); and
 - e. The dated signature of the person submitting the request;
 - 2. Documentation from the Department's Human Subjects Review Board that the person is eligible to receive a noncertified copy of the individual's certificate of birth registration; and
 - 3. The fee in R9-19-105 for the noncertified copy of the individual's certificate of birth registration.
- C. A person who is a family member, including a niece or nephew, of an individual, who is conducting research for genealogical purposes, and who is of legal age may request a noncertified copy of the individual's certificate of birth registration by submitting to the State Registrar or a local registrar:
 - 1. A written request, in a Department-provided format, that includes:
 - a. The name and mailing address of the person submitting the request;
 - b. Contact information for the person submitting the request, which includes a telephone number or an e-mail address;
 - c. The relationship between the individual and the person submitting the request that makes the person eligible to receive a noncertified copy of the individual's certificate of birth registration;
 - d. The information required in R9-19-211(A)(1)(d) through (f);
 - e. A statement that the person is conducting research for genealogical purposes; and
 - f. The dated signature of the person submitting the request, either:

- i. With the person's signature notarized; or
 - ii. Accompanied by a copy of a valid, government-issued form of photo identification for the person that contains the name, date of birth, and signature of the person;
2. Documentation demonstrating that the person is eligible to receive a noncertified copy of the deceased individual's certificate of birth registration that may include:
 - a. A copy of one or more certificates of birth registration or certificates of death registration that show the person's relationship to the individual or, if a parent's name is included in the individual's registered birth record, the individual's parent; or
 - b. For births or deaths registered in Arizona, information about the person or a related person whose birth or death was registered in Arizona, such as the person's name, date of birth, or parent's name and date of birth or date of death, that would enable the Department to locate the registered birth record or registered death record of the person or the related person; and
3. The fee in R9-19-105 for the noncertified copy of the individual's certificate of birth registration.

D. A governmental agency processing an adoption, a financial claim, a governmental benefit application, or another form of compensation on behalf of an individual, or having another official purpose for the noncertified copy of the individual's certificate of birth registration may request a noncertified copy of the individual's certificate of birth registration by submitting to the State Registrar or a local registrar:

1. A written request, on the governmental agency's letterhead paper or in a Department-provided format, that includes:
 - a. The name and address of the governmental agency;
 - b. The name of and contact information for the governmental agency's designee for the request, which includes a telephone number or an e-mail address;
 - c. The information required in R9-19-211(A)(1)(d) through (f);
 - d. A description of the:
 - i. Action the governmental agency is taking on behalf of the individual, or
 - ii. Official purpose for which the governmental agency needs a certificate of the individual's birth registration;
 - e. The reason the governmental agency is requesting a noncertified copy of the individual's certificate of birth registration; and

- f. The dated signature of the governmental agency's designee, accompanied by a copy of the designee's identification badge from the governmental agency verifying that the designee is an employee of the governmental agency; and
- 2. Unless the governmental agency is an agency as defined in A.R.S. § 41-1001, the fee in R9-19-105 for the noncertified copy of the individual's certificate of birth registration.

