

Re: Request for Copy of Birth Certificate

I am writing to request a certified copy of the birth certificate for the following individual:

Date of Birth:

Place of Birth:

Hospital or Other Location:

City:

County:

State:

Father's Name (F, M, L):

Mother's Name (F, M, L):

Mother's Maiden Name:

Relationship to Party on Certificate:

Reason for Request:

This certificate is being requested for the purpose of

Please mail ( ) certified of the requested certificate.

Enclosed please find a self-addressed and stamped envelope and a in the amount of to cover the cost of the requested document. If the enclosed amount is not sufficient, please contact me using the information below or send a bill for the additional cost to the above referenced address.

Should you have any questions or require further information or verification, you may contact me using the information below:

Email:

Address:

Phone:

Thank you for your time and assistance in this matter. I look forward to hearing from you.

Sincerely,

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Enclosure