



## PUERTO RICO MAIL IN BIRTH CERTIFICATION APPLICATION

### Instructions

- Step 1:** Establish eligibility. (*Refer to Eligibility information*).
- Step 2:** Complete Birth Certification Application Form in its entirety, including the applicant's signature section.
- Step 3:** Provide a photocopy of the applicant's valid identification on both sides. All photocopies are required to be clear and legible. Received applications which don't include an acceptable identification will not be processed. (*Refer to Identification Requirements*)
- Step 4:** Include copy of necessary documentation in order to establish kinship and/or use of married surname.
- Step 5:** Include the correct fee according to the requested certification. If a record isn't on file or if the submitted application doesn't comply with the requirements established in these instructions, a certified *Not Found Statement* will be issued. **The application fee will not be refunded.** (*Refer to Payment and Fee information*)
- Step 6:** Mail in Application Form, Money Order, pre-addressed envelope, and all necessary documentation to the following address:  
Demographic Registry of Puerto Rico  
Fernandez Juncos Station  
PO Box 11854  
San Juan, PR 00910

Additional information regarding the requirements in obtaining a certification refer to **PROCEDURE 2-2020**. Approximate processing time 15 to 30 working days.

### Information

#### Eligibility

- In accordance with the definition of "interested party" as stated by Act No. 24 of April 22<sup>nd</sup>, 1931, as amended, known as the Puerto Rico Registry Act:
  - Registered person (must be 18 years or older)
  - Parent(s) as listed on the birth record
  - Children of the registered person of 18 years of age or older (child must submit a copy of his/her birth certificate if not born in Puerto Rico)
  - Legal representative of one of the aforementioned parts (must comply with the instructions issued in Circular Letter 1-2020)
  - Legal guardian (must provide a certified copy [with seal] of the legal court order, submitted documents may be subject to a validation procedure by a court in Puerto Rico)
  - Heir (must provide a certified copy of the Testament of Declaration, which may be subject to a validation procedure in Puerto Rico)

**NOTE:** Federal and State Agencies may obtain a **Birth Registration Verification** which will include limited information of the birth record. This issued document does not establish an identity, therefore it's not considered a legal substitute of a birth certification. (*Refer to Circular Letter 2 2019*).

#### Identification Requirements for an eligible applicant when requesting a birth certification

- The submitted identification must be current, possess the name of the identified person, their photo, signature, issuance and expiration date. If the married last name is used in the identification, it's necessary to include a copy of the marriage certificate.  
The following are the only acceptable forms of identifications:
  - Passport
  - Driver's License issued by a state or an United States territory
  - Identification Card issued by a state or an United States territory (DMV or DTOP)

#### Payment and Fees for a birth certification

- In order to minimize the illegal use of birth certifications which could facilitate criminal behavior, such as fraud and identity theft, each registered person will have a **limit of 3 copies within a 12 month period**, which will be counted from the first issuance date of the aforementioned period. The limit of copies during the 12 month period doesn't differ from the type of certification requested (computerized or photocopy of the original certificate).

##### Computer Certification (Short Form)

- First copy within the 12 month period \$7.00
- Second and third copy within the same 12 month period \$12.00 each

##### Photocopy of the Original Certificate (Long Form)

- First copy \$17.00
- Second and third copy requested at the same time \$12.00 each

#### Fee Exceptions

- The registered person of 60 years or older, **who is a resident of Puerto Rico**, may request one (1) **birth certification free of charge** during a period of 12 months.
- Puerto Rican Veterans are be exempt from the fee when the requested certification is for official uses. The veteran must provide a copy of their DD-214 Form or other supporting evidence proving the applicant is a veteran and document attesting the official use of the requested certification. (Circular Letter OPVELA-2015-02)

#### Acceptable Payment Method

- Money Order addressed to the Secretary of Treasury of Puerto Rico. **Personal checks are not accepted.**
- The Demographic Registry of Puerto Rico isn't responsible for payments made in cash, lost, misdirected or not delivered. **Don't Send Cash.**



PUERTO RICO MAIL IN BIRTH CERTIFICATION APPLICATION FORM

PLEASE REFER TO INSTRUCTIONS, ELIGIBILITY INFORMATION, IDENTIFICATION REQUIREMENTS, PAYMENT AND FEES ON PAGE 1

PART 1 - APPLICANT INFORMATION

Form section for Part 1: APPLICANT INFORMATION. Includes fields for NAME (First, Middle, Last), RESIDENTIAL ADDRESS, POSTAL ADDRESS, Phone Number, and Email Address.

ELEGIBILITY in accordance with the definition of an "interested party" as stated by Act. No. 24 of April 22nd, 1931, as amended, known as the Puerto Rico Registry Act. Includes checkboxes for Registered person 18 years or older, Mother, Father, Child, Legal Representative, Heir, and Legal guardian or appointed person by Court Order.

PART 2 - APPLICATION PURPOSE (A purpose must be selected based on the requested amount of certifications)

Form section for Part 2: APPLICATION PURPOSE. Includes checkboxes for DRIVER'S LICENSE, SOCIAL SECURITY, HEALTH INSURANCE, MARRIAGE LICENSE, EMPLOYMENT, JUDICIAL PROCEEDING, PASSPORT/TRAVELING, RETIREMENT, SCHOOL, NUTRITIONAL ASSISTANCE, HOUSING, and OTHER.

PART 3 - BIRTH RECORD INFORMATION

Form section for Part 3: BIRTH RECORD INFORMATION. Includes fields for NAME, BIRTH DATE (Month, Day, Year), MUNICIPALITY, HOSPITAL OR ADDRESS WHERE BORN, SEX (MASCULINE/FEMENINE), and PARENTS INFORMATION (Father/Mother, PLACE OF BIRTH).

PART 4 - ACCEPTABLE FORM OF IDENTIFICATION PART 5 - APPLICANT'S SIGNATURE

Form section for Part 4 and Part 5. Part 4 includes checkboxes for Driver's License, State or US territory issued identification card, Passport, and Other. Part 5 includes a declaration of truthfulness, Signature, and Date.

PART 6 - FEES AND TYPE OF CERTIFICATION REQUESTED

Form section for Part 6: FEES AND TYPE OF CERTIFICATION REQUESTED. Includes a table for Computer Certification Fee (Short Form) and Photocopy of the Original Certificate Fee (Long Form) with columns for Fee and Number of Copies. Includes a note: 'The application fee will not be refunded. If a record isn't found a certified Not Found Statement will be issued.'

FOR OFFICIAL USE OF THE DEMOGRAPHIC REGISTRY ONLY

Form section for Official Use of the Demographic Registry Only. Includes fields for Date mail was received, Date received by the issuance division, Name of the employee who received the correspondence, Issued Documentation (Security Form, Rejection letter, Not Found Statement), Security Form Numbering (1, 2, 3), Issuance Date, Employee Name, and Signature.