

## WASHINGTON STATE VITAL RECORDS ACCEPTABLE PROOFS OF ELIGIBILITY DOCUMENTATION

Determine which document will best prove a customer's eligibility to obtain a copy of a birth or death certificate based on their relationship to the person named in the certificate. This is to be used as a guide and is not exclusive.

**PLEASE NOTE: Customer's identity documents required for all certificate orders.**

Identity documents of customer submitting the order is always required for all certificate orders in addition to eligibility documents (in cases of customers ordering a certificate in which they are named, identity documents may be only document required). If the name on your identity document is different than the name listed on the certificate or documentation you provided, you may also be asked to submit documentation showing a legal name change.

| Applicant's Relationship to Certificate Holder | Birth Certificate  | Long Form Death Certificate  | Short Form Death Certificate   | Fetal Death Certificate |
|--|--|--|--|-------------------------|
| <b>Self</b>                                    | Nothing is needed if the name on your identity document matches the name listed on the certificate.                                      | <i>Not applicable</i>  | <i>Not applicable</i>  | <i>Not applicable</i>   |
| <b>Spouse/Domestic Partner</b>                 | Submit a copy of your marriage or domestic partnership certificate that links you to the subject of record on the requested certificate. | Submit a copy of your marriage or domestic partnership certificate that links you to the subject of record on the requested certificate. | Submit a copy of your marriage or domestic partnership certificate that links you to the subject of record on the requested certificate. | <i>Not applicable</i>   |
| <b>Child</b>                                   | Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.                            | Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.                            | Submit a copy of your birth certificate that links you to the subject of record on the requested certificate.                            | <i>Not applicable</i>   |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder | Birth Certificate   | Long Form Death Certificate   | Short Form Death Certificate  | Fetal Death Certificate  |
|--|---|---|---|--|
| <b>Parent</b>                                  | Nothing is needed if the name on your identity document matches one of the parent's names listed on the birth certificate.                          | Submit a copy of the birth certificate that links you to the subject of the record you are requesting.  | Submit a copy of the birth certificate that links you to the subject of the record you are requesting.  | Nothing is needed if the name on your identity document matches one of the parent's names listed on the birth certificate. |
| <b>Steparent</b>                               | Submit a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.                 | Submit a copy of the birth certificate and a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.           | Submit a copy of the birth certificate and a copy of your marriage or domestic partnership certificate that links you to the person named on the requested certificate.           | <i>Not applicable</i>  |
| <b>Stepchild</b>                               | Submit a copy of your birth certificate and parent's marriage certificate that links you to one of the parents listed on the requested certificate. | Submit a copy of your birth certificate and a copy of your parent's marriage or domestic partnership certificate that links you to the person named on the requested certificate. | Submit a copy of your birth certificate and a copy of your parent's marriage or domestic partnership certificate that links you to the person named on the requested certificate. | <i>Not applicable</i>  |
| <b>Sibling</b>                                 | Submit a copy of your birth certificate that links you to one of the parents listed on the requested certificate.                                   | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.   | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting.   | Submit a copy of your birth certificate that links you to one of the parents listed on the requested certificate.          |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder | Birth Certificate   | Long Form Death Certificate   | Short Form Death Certificate  | Fetal Death Certificate   |
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| <b>Grandparent</b>                             | Submit a copy of your child's birth certificate that links you to one of the parents listed on the requested certificate.   | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | Submit a copy of your child's birth certificate that links you to one of the parents listed on the requested certificate. |
| <b>Grandchild</b>                              | Submit a copy of your birth certificate, along with a copy of your parent's birth certificate that links you to one of the parents listed on the requested certificate.             | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | <i>Not applicable</i>   |
| <b>Great Grandparent</b>                       | Submit a copy of your child's birth certificate, along with a copy of your grandchild's birth certificate that links you to one of the parents listed on the requested certificate. | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | Submit a copy of the birth certificate(s) that links you to the subject of the record you are requesting. | <i>Not applicable</i>   |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder   | Birth Certificate  | Long Form Death Certificate  | Short Form Death Certificate   | Fetal Death Certificate   |
|--|--|--|--|---|
| <p><b>Legal Guardian</b><br/><i>"Legal guardian" means a person who serves as a guardian for the purpose of either legal or custodial matters, or both, relating to the person for whom the guardian is appointed. The term legal guardian includes, but is not limited to, guardians appointed pursuant to chapters <a href="#">11.130</a> and <a href="#">13.36</a> RCW. RCW 70.58A.010(21).</i></p> | <p>Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.</p> | <p>Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.</p> | <p>Submit a copy of valid guardianship papers, certified by the court, naming you as the legal guardian over the subject of record on the requested certificate.</p> | <p><i>Not applicable</i></p>  |
| <p><b>Legal Representative</b><br/><i>"Legal representative" means a licensed attorney representing either the subject of the record or qualified applicant. RCW 70.58A.010(22).</i></p>   | <p>Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p>    | <p>Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p>    | <p>Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p>    | <p>Submit a certified copy of court records or legal documentation that authorizes you to act on the behalf of a parent named on the requested certificate.</p> |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder  | Birth Certificate   | Long Form Death Certificate   | Short Form Death Certificate  | Fetal Death Certificate   |
|---|---|---|---|---|
| <p><b>Authorized Representative</b><br/> <i>"Authorized representative" means a person permitted to receive a certification who is:</i><br/> <i>(a) Identified in a notarized statement signed by a qualified applicant; or</i><br/> <i>(b) An agent identified in a power of attorney as defined in chapter <a href="#">11.125 RCW</a>. <a href="#">RCW 70.58A.010(3)</a>.</i></p> | <p>Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.</p> | <p>Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.</p> | <p>Submit an Authorized Representative form or Power of Attorney documentation that authorizes you to act on the behalf of the person requesting the certificate. Power of Attorney ends once someone dies so cannot be used for the person named in the certificate.</p> |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder  | Birth Certificate  | Long Form Death Certificate  | Short Form Death Certificate   | Fetal Death Certificate  |
|---|--|--|--|--|
| <p><b>Government Agency</b><br/><i>"Government agencies" include state boards, commissions, committees, departments, educational institutions, or other state agencies which are created by or pursuant to statute, other than courts and the legislature; county or city agencies, United States federal agencies, and federally recognized tribes and tribal organizations. RCW 70.58A.010(16).</i></p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder  | Birth Certificate  | Long Form Death Certificate  | Short Form Death Certificate   | Fetal Death Certificate  |
|---|--|--|--|--|
| <b>Courts</b>   | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> | <p>Submit an identification card issued by your government agency that contains your full name and photograph.</p> <p>Submit a document or letter from a government agency stating the certificate will be used in the conduct of official duties or certified copy of court records or legal documentation that authorizes you to act on the behalf of the person named on the requested certificate.</p> |
| <p><b>Funeral director or funeral establishment within 12 months from the date of death</b><br/>"Funeral director" means a person licensed under chapter <a href="#">18.39 RCW</a> as a</p> | <i>Not applicable</i>  | Submit official business document identifying you are with the funeral establishment listed on the requested certificate.  | Submit official business document identifying you are with the funeral establishment listed on the requested certificate.  | Submit official business document identifying you are with the funeral establishment listed on the requested certificate.  |

## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder  | Birth Certificate     | Long Form Death Certificate  | Short Form Death Certificate   | Fetal Death Certificate |
|---|-----------------------|--|--|-------------------------|
| <p>funeral director. RCW 70.58A.010(14).</p> <p>"Funeral establishment" means a place of business licensed under chapter <a href="#">18.39</a> RCW as a funeral establishment. RCW 70.58A.010(15).</p>                              |                       |  |  |                         |
| <p><b>Next of Kin</b></p> <p><b>*Specific order*</b></p> <p><b>1) Spouse/domestic partner</b></p> <p><b>2) Child</b></p> <p><b>3) Parent</b></p> <p><b>4) Sibling</b></p> <p><b>5) Grandchild</b></p> <p><b>6) Niece/Nephew</b></p> | <i>Not applicable</i> | Submit a copy of your birth certificate, along with a copy of your parent's birth certificate that links you to one of the parents listed on the requested certificate. As well as, submit death certificates proving you are the only living family member. | Submit a copy of your birth certificate, along with a copy of your parent's birth certificate that links you to one of the parents listed on the requested certificate. As well as, submit death certificates proving you are the only living family member. | <i>Not applicable</i>   |
| <p><b>Person who has right to control disposition of human remains under <a href="#">RCW 68.50.160</a> named on the record within 12 months from the date of death</b></p>  | <i>Not applicable</i> | Submit documentation, such as court records or other legal documentation that authorizes you to have the right to control the disposition of human remains of the person named on the requested certificate.   | Submit documentation, such as court records or other legal documentation that authorizes you to have the right to control the disposition of human remains of the person named on the requested certificate.   | <i>Not applicable</i>   |



## ACCEPTABLE PROOFS OF ELIGIBILITY CONTINUED

| Applicant's Relationship to Certificate Holder   | Birth Certificate     | Long Form Death Certificate | Short Form Death Certificate  | Fetal Death Certificate |
|--|-----------------------|-----------------------------|---|-------------------------|
| <b>Title Insurer or Title Insurance Agent</b>  | <i>Not applicable</i> | <i>Not applicable</i>       | Submit official document or letter from organization that authorizes you as the title insurer or title insurance agent handling a transaction on behalf of the person named on the requested certificate.   | <i>Not applicable</i>   |
| <b>Determination related to the death or protection of a personal or property right related to the death</b> | <i>Not applicable</i> | <i>Not applicable</i>       | Submit documentation, such as court records or other legal documentation that authorizes you to act on the behalf of the person named on the requested certificate for the determination related to the death or protection of a personal or property right related to the death. | <i>Not applicable</i>   |