**COMMONWEALTH OF PUERTO RICO**  
**DEPARTMENT OF HEALTH**  
**DEMOGRAPHIC REGISTRY**

**BIRTH CERTIFICATE APPLICATION BY MAIL**

**PART I: REGISTRANT’S INFORMATION**

<table>
<thead>
<tr>
<th>Father’s Last Name</th>
<th>Mother’s Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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</thead>
<tbody>
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</tbody>
</table>

1. Name at birth:

2. Date of birth: (month/date/year)

3. Place of birth: (town and hospital)

4. Father’s Name:

5. Mother’s Name:

6. The certificate will be used for:

7. Number of copies:

**Part II: APPLICANT’S INFORMATION**

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Father’s Last Name</th>
<th>Mother’s Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

1. Applicant’s Name:

2. Relationship:

3. Applicant’s address:

4. Address where you want the certificate to be sent:

5. Applicant’s identification included:  
   - Driver’s Lic,  
   - State ID,  
   - Passport,  
   - Public Assistance,  
   - Other

6. Applicant’s signature and date:

**IMPORTANT: FIRST COPY $5.00 EACH / ADDITIONAL COPY $4.00 OF SAME PERSON**

1. Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910

2. If the applicant lives in Puerto Rico can visit any Local Registry near his/her house to complete an application.

3. Applicant must send a photocopy of a recent valid photo-identification card.

4. Applicant in Puerto Rico: Please send $5.00 internal Revenue Stamp for the first copy requested and $4.00 for each additional copy for the same person.

5. Applicant out of Puerto Rico: Please send $5.00 Money Order payable to Secretary of the Treasury.

6. Please send a self-addressed-stamped-envelope to mail in your certificate.

7. For rush mail as Fedex, Exp. Mail, Registered, UPS, etc. our address is: 171 Quisqueya Street, Hato Rey, PR 00917

**WRITE CLEARLY YOUR NAME AND ADDRESS**

*Applicant – means registrant, their children over 18 years of age, legal representative.

**Relationship – relation between the applicant and the registrant. This blank will be filled out if applicant and Registrant is not the same person.*