



**MONTEREY COUNTY  
INSTRUCTIONS TO COMPLETE APPLICATION FOR  
INFORMATIONAL CERTIFIED COPY OF A  
BIRTH, DEATH OR NON CONFIDENTIAL MARRIAGE RECORD**

<b>1</b>	<p><b>Birth/Death Certificate Information:</b></p> <ul style="list-style-type: none"> <li>- Check off type of request Birth, Death or Non-Confidential Marriage</li> <li>- Number of copies requested</li> <li>- Name(s) of registrant/decedent/parties</li> <li>- Date of birth/death/marriage</li> <li>- City of birth/death/marriage</li> <li>- Father's name.</li> <li>- Mother's name.</li> </ul>
<b>2</b>	<p><b>Applicant Information:</b></p> <ul style="list-style-type: none"> <li>- Name of person ordering copy</li> <li>- Address of person ordering copy</li> <li>- Mailing address of person ordering copy (if different then address above)</li> <li>- Telephone number of person ordering copy (including area code)</li> </ul>
<b>3</b>	<p><b>If you need a certified copy to obtain a driver's license, passport, or register for insurance coverage you should not use an informational certified copy of a birth, death or marriage record. Please refer to information on authorized certified copies.</b></p>
<b>4</b>	<p>Applicant signs and dates application in the appropriate spaces.</p>

**Informational Certified Copy Fees:**

**Birth \$18.00**

**Death \$14.00**

**Non-Confidential Marriage \$14.00**

NOTE: When ordering by mail, send original application and appropriate fees with check or money order (out of state checks are unacceptable) payable to:

Mailing address:  
Monterey County Recorder  
P. O. Box 29  
Salinas, CA 93902

Street address:  
Monterey County Recorder  
County Government Admin. Building  
168 W. Alisal St. 1<sup>st</sup> Floor  
Salinas, CA 93901  
Phone: (831) 755-5041