



## REQUIREMENTS OF THE DEMOGRAPHIC REGISTRY OF PUERTO RICO FOR REQUESTING BIRTH CERTIFICATES

1. Write a letter or **fill out the included form** indicating the reason for requesting the birth certificate. You must include all the information requested in the application form.
2. **You must send a photocopy of a valid picture identification card.**

Identification cards acceptable by the Demographic Registry are: **Driver License, Passport, New York State Identification Card or Veteran’s Administration Identification Card, Public Assistant or Medicaid Card with picture. (Not Expired I.D. Cards)**

**If you do not have any acceptable identification card, then your parents or children over eighteen years old can request the document, with a copy of a valid picture I.D. card. In addition, eighteen years old children requesting documents will need to send copy of their Birth Certificate as a proof of relationship.**

**Your legal representative can also request the document for you.** He/She will need to write a letter providing the exact information requested in the application using his or her official stationery. In addition, he/she must send a photocopy of Bar Association Card with license number.

**If an applicant, due to changes in marital status does not have an ID with maiden last name, she will need to send photocopy of Marriage Certificate that shows birth name along with copy of available valid identification card.**

3. Include a **\$5.00 postal money order** payable to **Secretary of the Treasury** for each copy you need. **(Additional Birth Certificate in the same application \$4.00)** Personal checks are not acceptable.
4. Include a **self-addressed stamped envelope to mail back your certificate** and send the documents to the address that corresponds to the type of mail service of your preference. You are responsible for the total cost of the shipping.

<b>General Mail</b>	<b>Express Service: Express or priority mail, FedEx, UPS, DHL, or other</b>
It will take approximately <b>six weeks.</b>	It will take approximately <b>two weeks.</b>
Department of Health Demographic Registry P.O. Box 11854 Fernández Juncos Station San Juan, Puerto Rico 00910	Department of Health Demographic Registry #171 Quisqueya Street Hato Rey, PR 00917

For more information regarding certificates, please call the Demographic Registry at (787) 767-9120 2110 or 2111. For information on services provided by the Commonwealth of Puerto Rico and the Puerto Rico Federal Affairs Administration in the United States, visit [www.prfaa.com](http://www.prfaa.com) or call 212-252-7300. Thank you.