

AUTHORIZATION FOR AN INDIVIDUAL TO PICK UP CERTIFICATES

The form is used by the applicant when applying in person to authorize another individual to pick up a vital event certificate(s) on the applicant's behalf. This form must be completed by the applicant at time of application. The authorized individual must be 18 years of age or older and must present a valid driver's license or other government-issue photo ID at time of pickup.

I grant my permission to _____ to pick up the certificate(s)
Name of individual to pick up certificate(s)

for which I applied on _____. The name of the subject listed on the
Date

certificate is _____. I understand the individual I have
Name of subject listed on certificate(s)

identified to pick up the certificate(s) must be 18 years of age or older. The individual must bring my receipt and an acceptable form of government-identification (such as a valid driver's license) to be permitted to pick up my certificate(s).

Signature of applicant

VERIFICATION OF PICKUP

My signature below signifies that I picked up the certificate(s) listed above.

Date

Signature of individual authorized to pick up certificate(s)

ID VERIFIED BY: _____
Initials of Vital Records employee