

Date: _____

To the parent/s or guardian of: _____

Re: Birth Certificate

PLEASE LET US KNOW THE STATUS OF THIS REQUEST

In reviewing your student's permanent school records, we noticed that there is no birth certificate on file. We do not need the original copy of the birth certificate, only a copy of an "*official government issued birth certificate.*" This is a *legal document* with the seal from the state where the child was born. At times, we are provided with a copy of a hospital issued birth announcement/certificate, a church certificate, or no birth certificate at all. These forms of birth record are not acceptable for Prosser school district. We currently have on file for the student:

_____ Hospital issued birth announcement/certificate.

_____ Church certificate.

_____ No certificate.

If you need to obtain a Washington State birth certificate, you can either travel to one of the following locations or use the attached form to mail order; please keep in mind when mail ordering that Benton-Franklin District Health Department Vital Records requires approximately three working days, excluding delivery time, to process your request of a birth certificate. If you choose to personally go to one of the provided Health Department locations, please fill out the attached Birth Certificate Application form. Bring the filled out form along with any other pertinent information with you. The *fee for an official government issued birth certificate is \$20.* Benton-Franklin District Health Department accepts cash or credit cards only, **no personal checks** please. If you need to obtain a birth certificate immediately, please seek out the Kennewick Heath Department as this department is able to print out official documents instantly. You may also visit the website <http://www.bfhd.wa.gov> for more information or forms.

Benton Franklin Health District		
Kennewick 7102 W Okanogan Pl Kennewick WA 99336 509-460-4200	Pasco 412 W Clark Pasco WA 99301 509-547-9737	Prosser 310 7 th Ave E Prosser WA 99350 509-786-1633
Vital Records Hours 8 a.m. – 11 a.m. 1 p.m. – 4 p.m.	Hours of Operation 8 a.m. – 12 p.m. 1 p.m. – 5 p.m.	Hours of Operation Tues & Thurs 9 a.m. – 12 p.m. 1 p.m. – 5 p.m.

Birth Certificates for students who were born in another state can be obtained by calling the Bureau of Vital Statistics in the county/city/state of child's birth. You can also obtain birth certificates via internet by visiting appropriate websites that meet your needs (search Birth Certificates along with the state in which the student was born). The procedure and costs is according to the site and state of your choice. In most cases, only credit cards are accepted.

If your child was born outside the United States, a parent/guardian needs to contact the Bureau of Vital Statistics at the court house in the legal district where the child was born. For more information regarding birth certificates outside the U.S.A. please contact one of the Benton Franklin Health Departments.

Please bring/send a copy of the legal birth certificate of your child no later than one month after receiving this notice.

Thank you for your prompt attention to this matter,

Prosser School District Staff