



Photocopy of Birth Certificate Instructions University of Lyon 2012-2013

Submit One Photocopy of your Birth Certificate to the UCEAP Systemwide Office

All students are required to have some type of official proof of birth, regardless of citizenship. Obtain and submit **one photocopy** of your birth certificate to the UCEAP Systemwide Office for University of Lyon registration purposes.

- If you were born outside of the United States**, your documentation may need to be issued by the embassy or consulate of your birth country. If you cannot obtain a copy of your birth certificate, please contact UCEAP IMMEDIATELY.

For students who were born in the U.S. and do not have a copy of their birth certificate:

Because processing time and fees will vary among counties and states, order your birth certificate now. It is very important that you know the correct county of birth. If you place a certificate order through the wrong county, you will be charged a non-refundable search fee and will receive a "No Record" letter.

- County Recorder's Office:** This is typically the fastest and cheapest option for obtaining your birth certificate. You can usually find information about obtaining birth certificates on the county's website. Here is a link to a list of California County Recorder's Offices' websites:
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx>
- For students born in CA:** Your county of birth will have different options for ordering birth certificates. Family members are authorized to obtain certified certificates as well.
 - **If you order in person**, by state law you must sign the sworn statement with your application that you are authorized to obtain the certified copy.
 - **If you order by mail**, you must make your sworn statement in the presence of a notary public and have your Certificate of Acknowledgment notarized.
 - **If you were adopted or had a name change**, your birth certificate can be obtained through the state office of vital records. Here is the link to the California Office of Vital Records website (note: The processing time for orders from this website is 3 weeks):
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx>
- For students born outside of CA:** Your county of birth will have different options for ordering birth certificates, usually by mail or in person, depending on state law. Family members are usually authorized to obtain birth certificates. The National Center for Health Statistics website has information by state: <http://www.cdc.gov/nchs/w2w.htm>
- Online (not recommended):** Your County Recorder's Office website may list www.vitalchek.com as an option to order your official birth certificate online. However, this option is not recommended. This method takes longer and costs more than going directly through the County Office by mail or in person, without making the process any easier.