

Replacing Lost or Damaged Documents¹

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Introduction

This article deals with information on how to replace lost or damaged papers.

Birth Certificates

Florida Birth Certificates

1. The process for applying for a birth certificate can be found at the Florida Department of Health (DOH) website. Access online at http://www.doh.state.fl.us/planning_eval/vital_statistics/birth_death.htm
2. To order a birth certificate by mail, complete the Application for Florida Birth Record which can be found at the DOH website. Access online at http://www.floridahealth.gov/certificates/certificates/birth/_documents/DH726-BirthApplication-12-2010-enterable.pdf
3. Florida birth certificates can only be issued to the registrant (if at least 18 years of age), the registrant's parents listed on the birth record, the registrant's legal guardian (must provide guardianship papers), the legal representative of the registrant or the registrant's parents/legal

guardian, or other persons by court order (must provide recorded or certified copy of court order).

4. All applications must be accompanied by a copy of a valid photo identification and a non-refundable processing fee. Checks and money orders should be made payable to the "Vital Statistics." For current fees, telephone the Florida Bureau of Vital Statistics in Jacksonville at 1-904-359-6900 (this is not a toll-free number), or visit the DOH website. Access online at http://www.doh.state.fl.us/planning_eval/vital_statistics/birth_death.htm
5. Send the information and non-refundable processing fee to the following address: Bureau of Vital Statistics, ATTN: Vital Records Section, Post Office Box 210, Jacksonville, FL 32231-0042

Out-of-State Birth Certificates

1. If the birth did not occur in Florida, contact the vital statistics office in the state where the birth occurred. A list of state offices is at the National Center for Health Statistics website. Access online at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>

1. This document is EDIS document DH215, formerly IFAS publication DH0505. Published June 1998, revised January 2016. It is part of The Disaster Handbook, a component of the Comprehensive Disaster Preparedness and Recovery Education Module. There are ten Disaster Handbook documents by Olexa and Walker: DH138, DH199, DH200, DH201, DH202, DH203, DH204, DH206, DH215, and DH219. Visit the EDIS website <http://edis.ifas.ufl.edu>.
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2. For birth records of those born abroad, you must request a Replacement Form FS-240 from the Department of State in Washington, D.C. This information can be found at the CRBA website. Access online at <http://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html>
3. All requests must be accompanied by the requester's valid identification and a non-refundable processing fee. Checks or money orders must be made payable to "Department of State." For current fee, visit the CRBA website. Access online at http://travel.state.gov/passport/get/first/first_825.html <http://travel.state.gov/content/passports/en/abroad/events-and-records/birth/replace-or-amend-consular-report-of-birth-abroad.html>
4. Send the information and non-refundable processing fee to the following address: Department of State, Passport Vital Records Section, 44132 Mercure Circle, PO Box 1213, Sterling, VA 20166-1213

Citizenship / Naturalization Papers

You can obtain information about Form N-565, the form necessary to request citizenship and naturalization papers, by contacting your regional United States Citizenship and Immigration Services (USCIS) office, or by visiting the USCIS website. Access online at <http://www.uscis.gov/files/form/n-565.pdf>

Form N-565 must be accompanied by a non-refundable fee and filed in person at a USCIS office in the United States or at a USCIS office abroad. If Form N-565 is filed abroad, it must be signed in front of a USCIS or consular official.

General information about citizenship and naturalization papers can be found at the USCIS website. Access online at <http://www.uscis.gov/portal/site/uscis>

Death Certificates

Florida Death Certificates

1. The process for applying for a death certificate can be found at the Florida Department of Health (DOH) website. Access online at http://www.doh.state.fl.us/planning_eval/vital_statistics/deaths.htm
2. To order a death certificate by mail, complete the Application for Florida Death Certificate form which can be found at the DOH website. Access online at http://www.floridahealth.gov/certificates/certificates/death/_documents/

[DH727-Application-Death-FetalDeath-final2-enterable.pdf](#)

3. All signed letters of request and applications must meet the eligibility requirement. There are two eligibility rules in Florida. The first rule is that anyone may order a Florida Death Certificate "without cause of death" of the decedent. The second rule is that a Florida Death Certificate "with cause of death" is confidential by Florida law and may only be issued to the decedent's spouse, parent, child, grandchild, or sibling (if 18 years of age or older); or to any person who provides a "Will" that has been executed pursuant to Florida Statute 732.502, or an insurance policy, or other document that demonstrates the applicant's interest in the estate of the decedent; or to any person who provides documentation that he or she is acting on behalf of an eligible person; or to any person fifty years following the date of death that "cause of death" becomes public information.
4. All letters of request and applications must be accompanied by a copy of a valid photo identification of the applicant and a non-refundable processing fee. Checks and money orders should be made payable to "Vital Statistics." For current fees, telephone the Bureau of Vital Statistics in Jacksonville at 1-904-359-6900 (this is not a toll-free number), or visit the DOH website. Access online at http://www.doh.state.fl.us/planning_eval/vital_statistics/deaths.htm
5. Send the information and non-refundable processing fee to the following address: Bureau of Vital Statistics, ATTN: Vital Records Section, Post Office Box 210, Jacksonville, FL 32231-0042

Out-of-State Death Certificates

1. If the death did not occur in Florida, contact the vital statistics office in the state where the death occurred. A list of state offices is at the National Center for Health Statistics website. Access online at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>
2. For consular death records of US citizens who died abroad, you must submit a notarized request to the Department of State in Washington, D.C. The information required in the letter and additional information about requesting a Certified Copy of a Report of Death of an American Citizen Abroad can be found at the CRBA website. Access online at <http://travel.state.gov/content/passports/en/abroad/events-and-records/death/CRDA-copy.html>