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Wait at least 10–15 business days.

During this time, Washington State Department of Health (DOH) registers your child in the Washington Health and Life Event System (WHALES) database. Once your child is in WHALES, you can order your child's birth certificate.



Adding a parent?

Wait 30 days after birth to order a certificate.

3

Order a birth certificate.

Birth certificates are not sent to you automatically. You must submit a request to order a birth certificate.

You can get birth certificates from the Health Department.

We can access birth records for anyone born in Washington state.

There are fees for birth certificates. We accept cash, credit, and cashier's check.

**ORDER
ONLINE, IN
PERSON OR
BY MAIL.**
See back.



Make sure you have everything you need.

See inside for a list of what you need to provide to order a birth certificate.

Plan ahead!

It helps to know what paperwork you'll need to fill out before the birth of your child.

Errors made on birth registration forms can cause delays in the creation of your child's digital birth record, birth certificate, and Social Security card.



Find the forms you need and more info at doh.wa.gov/licenses-permits-and-certificates/vital-records/forms-vital-records.

Vital Records

(253) 649-1402

Order certificates:



Online

tpchd.org/certificates



In-person

3629 S. D St.
Tacoma, WA 98418

Monday–Friday
8 a.m.–4:30 p.m.
(closed holidays)



By mail

Find the application and instructions online at tpchd.org/certificates.



Tacoma-Pierce County

Health Department

Healthy People in Healthy Communities

Rev. Feb. 18, 2025

STEPS TO

Register a Birth & Get a Birth Certificate



Tacoma-Pierce County

Health Department

Healthy People in Healthy Communities

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Complete birth registration forms.

After your child is born, you must complete:

Washington State Birth Filing
Form DOH 422-020

Your hospital or midwife usually helps you fill out the form and submit it to the state.



Were you married at any time during your pregnancy?

YES

Your spouse or partner is considered the other legal parent unless they complete a denial of parentage and another person acknowledges that they are the father/parent.

See RCW Chapter 26.26A.

To add someone other than your spouse or partner to the birth certificate, complete:

Acknowledgment of Parentage
Form DOH 422-159

Denial of Parentage
Form DOH 422-158

Under Washington law, a state-registered domestic partnership is considered the same as a marriage.

See RCW Chapter 26.60.

NO

To add the father/parent to the birth certificate, complete:

Acknowledgment of Parentage
Form DOH 422-159



What do you need to order a birth certificate?

To order a birth certificate, you must provide:

- Child's full name.
- Child's date of birth.
- Child's city or county of birth.
- Mother's full name (prior to marriage).
- Father's full name (if listed).
- Your address and phone number.
- Your identity documentation.*
- Proof you are a qualified candidate—eligibility documentation.*

** Parents listed on the birth record only need to provide their photo ID.*

Not listed on the birth record?

You must use eligibility documentation to prove you are a qualified applicant.

You are a qualified applicant if you are a:

- Spouse or domestic partner.
- Parent, stepparent, or legal guardian.
- Child or stepchild.
- Sibling.
- Grandparent or great grandparent.
- Grandchild.
- Legal representative.
- Authorized representative.
- Government agency or courts (if the birth certificate is for official duties).

What is eligibility documentation?

Eligibility documentation links you to the person on the record and proves you are a qualified applicant.

Some examples include:

- Copies of vital records (like birth or marriage certificates).
- Copies of certified court orders (like legal guardianship court orders or court orders listing someone as the foster parent).
- Document or letter from a government agency or court.

What is identity documentation?

Identity documentation is a photo ID that proves you are who you say you are.

Some examples include:

- Washington state enhanced driver's license (EDL), driver's license (DL), permit, or identification (ID) card.
- Out-of-state EDL, REAL ID, DL, or ID card.
- U.S. passport or card.
- Consulate card.
- Foreign passport, DL, or ID card.
- Permanent resident card.

Visit doh.wa.gov for a complete list of acceptable identity and eligibility documents.

Questions about qualified applicants?

Contact DOH at (360) 236-4300 or contactchs@doh.wa.gov.