

REQUIREMENTS FOR THE ISSUANCE OF A BIRTH CERTIFICATE

Requirements:

1. Establish eligibility (see Eligibility Information).
2. Complete the Birth Certificate Application Form in its entirety, including the applicant's signature.
3. Submit a valid and current identification document. All identification documents must be clear, legible, and current (see Identification Requirements).
4. Include additional documentation, if necessary, to establish relationships and/or evidence of the use of a married surname in the past.
5. A registrant over 21 years of age may authorize another person, through a letter of authorization, to request their birth certificate in person at any Demographic Registry facility. The letter must be dated and signed and must include the details of the requested certificate and the full name of the authorized person. It will be valid for 30 days from its date. A copy of the identification of the person granting the authorization must be included. If the registrant is a minor, either parent may authorize the issuance of the vital event certificate.
6. Make the corresponding payment by providing internal revenue stamp(s) with code 5120, according to the number of certificates requested (see information about the cost). If the requested record does not appear or the established requirements in these instructions are not met, you will receive a document titled Cancellation Due to Search.

ELEGIBILITY – INTERESTED PARTY (WHO MAY REQUEST A BIRTH CERTIFICATE)

- Registrant 18 years or older
- Parent(s) as listed on the birth record
- Grandparents, children, and grandchildren of either spouse (if not born in Puerto Rico, a copy of their birth certificate must be submitted).
- Heir (must submit a certified copy of the Will or Declaration of Heirs, which may be subject to a validation process in Puerto Rico).
- Attorney
- Custodian or legal guardian of the contracting party¹ (must present a court order⁴, which may be subject to a validation process).
- Any party identified as an interested party by order of the Puerto Rico court.

IDENTIFICATION REQUIREMENTS

All identification documents must be current and valid, and must include the holder's name, photograph, signature, date of issuance, and expiration date. If the applicant was married outside of Puerto Rico and used a married surname on their identification, a copy of the marriage certificate must be submitted to verify the surname change.

Only the following identifications will be accepted:

- United States or foreign passport
- Driver's License or Identification Card issued by the Government of Puerto Rico through the Department of Transportation and Public Works
- U.S. Armed Forces Identification
- Driver's License or Identification Card issued by any U.S. state or territory (Department of Motor Vehicles; and by the Federal Government of the United States and any of its instrumentalities)
- Resident Card (temporary or permanent)

The following identifications will be accepted for attorneys:

- Unified Attorney Registry (Registro Único de Abogados/as – RUA)
- Puerto Rico Bar Association (Colegio de Abogados y Abogadas de Puerto Rico – CAAPR)
- Puerto Rico Lawyers Association
- Identification issued by the United States District Court for the District of Puerto Rico (U.S. District Court – District of Puerto Rico)

BIRTH CERTIFICATE	COST
First certificate	\$5.00
Additional copy	\$10.00
The following cases are exempt from payment for the issuance of certifications from the Demographic Registry: Cases authorized by law, such as: Act No. 121-2019, as amended, known as the "Bill of Rights and Public Policy of the Government in Favor of Older Adults"; Act No. 1 of January 18, 2022, as amended, known as the "Bill of Rights of Police Officers"; and Act No. 203-2007, as amended, known as the "New Bill of Rights of the Puerto Rican Veteran of the 21st Century"; and any other law that replaces them or recognizes an exemption not contemplated in this section.	

¹ It is necessary to present a certified copy of the order. If the order is issued by another jurisdiction, it must go through a validation process in Puerto Rico (exequatur)."