**Birth Certificate**

**Phase# 1**

**\* State level – Certification**

**\* State Authentication**

**\* National level – Authentication**

**Phase#2**

**\* Federal level with Form 56**

**INTRODUCTION**

There are two purposes for your birth certificate under the Anna Von Reitz process.

**PHASE #1)** Birth Certificate Identification Certified ; and

**PHASE #2)** Surrender your FEDERAL CORPORATE PERSONAGE to the U.S. Secretary of the Treasury. (Highly recommended)

**Phase#1**

**STEP 1:**

**BIRTH CERTIFICATE** **CERTIFICATION – (Birth) State level**

It is recommended to obtain at least three to five (3 to 5) CERTIFIED copies of a SHORT FORM Birth Certificate from your **Birth State**; many states no longer offer long BC forms, only short BC forms.

Request from the STATE and NOT from the city/town, Department of Public Health.

Google (your Birth State) Department Of Public Health Services.

“Search bar”: Birth Certificate

Then Search: how to obtain a CERTIFIED copy of a Birth Certificate.

**ONLINE PROCESSING**

1. Application form,
2. Proof of Identification,
3. # of copies,
4. Payment and
5. Whatever else is needed to process your request.

Some states will bring you to <https://www.vitalchek.com/> or another government-approved site to process your Application request. Once received, VitalChek sends the information to your Birth State for processing and Certified Copies are mailed to you. If that is the case, CALL your Birth STATE Public Health Department’s office directly to CONFIRM the requirements AND LONG FORM availability.

**MAIL PROCESSING**

Call your Birth State Dept. of Public Health Services office for clarification as needed.

**COVER LETTER EXAMPLE:**

Mailing location of your Birth State Department of Public Health Services

Your return mailing location, email and phone number

Date of your letter

I request (#) CERTIFIED copies of my Birth Certificate – preferably the **LONG FORM** otherwise, the **SHORT FORM**.

Enclosures:

1. Application Form(s) - some states require One Application Form PER Copy request.
2. Payment – some applications have payment on a separate form than the Application Form.
3. Identification to ‘prove’ who you are. Find out what is required online or by phone such as a copy of a passport, state ID with photo, etc.; you may need 1 or 2.
4. A self-addressed, stamped return envelope [unless included with the Application fee].

NOTE on TIMELINE: Online orders with expedited shipping can take one week. Mail requests may take 6-8 weeks to process.

*Step 1 is completed once you receive the Certified Birth Certificate copies requested.*

**STEP 2:**

**BIRTH CERTIFICATE AUTHENTICATION – [Birth] State level**

Note: some states will do the Certification and Authentication in the same office building. Ask about this as you may save yourself time.

Go online, search [your Birth State] Vital Records Authentication.

Search “Authentication” or call directly requesting information on Birth Certificate Authentication from **“The Office of Secretary of State”** [of your Birth State].

Gather the following to mail out:

COVER LETTER

The Office of Secretary of State [of your Birth State] mailing location

Your return mailing location, email and phone number

Date of your letter

The request is for AUTHENTICATION and NOT APOSTILLE.

Enclosures:

1. Application Form(s) - some states require One Application Form per Copy request.
2. (#) Certified Copies of the Birth Certificate. Recommendation: 2-3.
3. Payment – some applications have payment on a separate form than the Application Form.
4. Identification to ‘prove’ who you are. Find out what is required online or by phone such as a copy of a passport, state ID with photo, etc.; you may need 1 or 2.
5. A self-addressed, stamped return envelope [unless included with the Application fee].

Use a FLAT envelope 9 x 13”, large enough to keep returned documents flat.

TIMELINE: Online orders with expedited shipping can take one week.

Processing time 2-3 weeks although varies from state to state.

**Some states *only* provide Apostille and that is fine/you have no choice.**

Authenticated Copies will look different from state to state.

DO NOT DETACH, DO NOT UNDO, DON’T MESS with THE STAPLE of the Certified and Authenticated “parts”.

*OPTION 1, Step 2 is completed when you receive your copies of the Authenticated BC.*

*They will add a cover sheet, signature, and seal guaranteeing that the attached BC is genuine.*

**STEP 3: NATIONAL LEVEL = *Highest Level of Authentication - Optional***

US Dept. of State Birth Certificate Authentication

Application Form to fill out: <https://eforms.state.gov/Forms/ds4194.PDF> [11.2018]

COVER LETTER EXAMPLE:

**Mailing address:**

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT

Mike Pompeo, Secretary or Successor
44132 Mercure Circle
PO Box 1206
Sterling, VA 20166-1206

Telephone**:**202-485-8000 [if needed]

Your return location, email and phone number

Date of your document

I request AUTHENTICATION of the enclosed (#) Certified Birth Certificates Authenticated at my State level by the Secretary of the United States Department of State, Mr. Pompeo [or Successor’s name] for travel to Indonesia [or use by researching another non-Hague Convention country].

Non Hague countries website link: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/internl-judicial-asst/authentications-and-apostilles/requesting-authentication-services.html>

Enclosures:

1. Application Order Form(s)
2. (# \_\_ ) Authenticated Copies of my Birth Certificate
3. Payment
4. Pre-paid, self-addressed envelope
5. A self-addressed, stamped return envelope [unless included with the Application fee].

Use a FLAT envelope 9 x 13”, large enough to keep returned documents flat.

NOTE: We have one more option for obtaining your State Department Authentication. This is working through a gentleman named Tony Azzouzi. He will hand carry your BC’s to Sterling, VA to have them Authenticated. This is a quick turnaround method for you. Here are the instructions for doing this process:

* Office hours M – F 8am to 9am Eastern Time [Yes, one hour daily].
* The fee for his service is $40 which includes the State Department fee.
* Multiple copies are $30 each. Example: 3 BC’s equals $90.
* YOU must mail the documents FLAT in a large envelope using Fed Ex.
* YOU must include an envelope filled out with a return address postage **prepaid**.
* Make a money order or check made out to Tony Azzouzi.

**Mail to: Tony Azzouzi**

**1400 K St. Northwest Suite 102**

**Washington, D.C. 20005**

 **Phone: 202 658 1160**

Once Tony receives the document(s) authenticated at the National Level, he will use the envelope provided and mail it back using your prepaid return envelope. Allow up to 3 days turn around plus mailing time.

NOTE: The authenticated document will have a brass grommet attached - DO NOT REMOVE OR WRITE ON IT as it will void the Authentication.

Pompeo (or successor) and Assistant Authentication Officer’s name will show on the doc.

*Step 3 is completed when you receive your copies of the Authenticated Birth Certificate from the U.S. Department of State.*

Keep Certified and Authenticated Birth Certificate as private documents.
Recording is optional. Keep on hand should you need them.

Keep in a FIREPROOF SAFE.

Consider a FIREPROOF FILE FOLDER Water Resistant Expanding Money Document Bag for Legal Office Project, A4 Size 12 Pockets Zipper Closure Non-Itchy Silicone Coated Portable Filing Organizer Pouch(14.3' x9.8'). Order online: [https://www.amazon.com/gp/product/B07G334KVQ/ref=oh\_aui\_detailpage\_o09\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B07G334KVQ/ref%3Doh_aui_detailpage_o09_s00?ie=UTF8&psc=1)

**NOTE:** For PHASE # 2, take one Certified Birth Certificate, follow endorsement process to surrender the FEDERAL CORPORATE PERSONAGE to U.S. Secretary of the Treasury. Go to [www.PaperUpNow.com](http://www.PaperUpNow.com) -> Step 2: Documents -> Birth Certificate Option 2.

Keep all the other Birth Certificate Certified & Authenticated copies handy and available in case you need them in the future. This completes the Personal Identification Authentication process.