



Birth Certificate Application

PUBLIC HEALTH AND SOCIAL SERVICES
Vital Records
412 Lilly Road NE
Olympia, WA 98506-5132
(360) 867-2618
Fax: (360) 867-2600

Full Name at Birth (First/Middle/Last):

Date of Birth (Month/Day/ Year):

City or County of Birth (Washington State Only):

Parent/Mother's Full **Maiden** Name (First/Middle/Last):

Parent/Father's Full Name (First/Middle/Last):

REQUESTOR INFORMATION

Name of Requestor:

Street Address:

City, State, Zip:

Phone Number:

Certificate(s) To Be: **PICKED UP**

MAILED

PAYMENT INFORMATION

****FOR CREDIT CARD TRANSACTIONS ONLY****

A credit card fee of **\$2.00 or 2.35%** (whichever is greater) will be charged for each credit card transaction. *See backside for details

Number of Certificates: _____ X \$20.00 (If paying with credit card , ADD \$2.00 or 2.35% (whichever is greater) = \$ _____

\$ _____ Amount Paid

_____ Cash

_____ Check

_____ Credit/Debit

(Payable to TCHD)

Visa Mastercard Discover AmEx

Please do not fill out credit card information if picking the certificate up in person

Credit Card Number _____/_____/_____/_____ Expiration Date _____/_____ CCV # _____

Cardholder name and address (if different from above) _____ (3-digit # on back of card)

APPLICATION SUBMITTAL

Applications may be submitted by:

Mail or In-person to:

Thurston County Public Health & Social Services
412 Lilly Road NE, Olympia, WA 98506-5132
Attn: Vital Records

Contact Information:

Phone: 360-867-2618

Fax: 360-867-2600

Email: Vital_Records@co.thurston.wa.us

FOR OFFICE USE ONLY:

Today's Date: _____ In-Person _____ Mailed _____

Cash Amount: _____

Check #: _____ Check Amount: _____

Auth#: _____ Charge Amount _____

CHANGE FOR CREDIT CARD USERS BEGINNING SEPTEMBER 8, 2015

Thurston County's credit card vendor will charge a fee for each credit card transaction. The fee will be 2.35% of the transaction total or \$2, whichever is greater.

The transaction fee is charged by the credit card company. The fee goes to the credit card company, not to Thurston County. This will not affect cash or check transactions.

- If you pay by credit card, the transaction fee appears as a separate line item on the receipt we give you. Your card statement will show one combined charge.
- For charges of \$85 or less, the credit card transaction fee is \$2. For charges of \$86 or more, the fee is 2.35% of the transaction total.
- WHY? As the use of credit cards increases, the County is no longer able to absorb the increasing costs of credit card fees. By accepting alternative forms of payment such as checks or cash, we hope we can meet the needs of all our customers, while continuing to offer the option to use a credit card.
- WHO DECIDED TO MAKE THIS CHANGE? The Board of County Commissioners authorized the change as recommended by the County's Finance Management Committee.
- If your bank allows you to use your debit card as a credit card, we can process it as a credit transaction, but not as a debit. The transaction fees noted above will apply.
- The fee is charged per transaction. If you pay for multiple permit applications in a single transaction, only one fee is charged.