



Birth Certificates for HAP Clients

- ✓ Submit application packet to Division of Vital Records:
 - ✓ Cover letter
 - ✓ Application for Certified Copy of Birth Record
 - ✓ Copy of your photo i.d.
 - ✓ Copy of HAP's Release of Information Authorization
 - ✓ Check or money order for correct amount (\$10 in PA)

- ✓ When birth certificate arrives:
 - ✓ Contact Client – Client should pick birth certificate up in person at your office except in extenuating circumstances. Alternatively, you may send the birth certificate to HAP's office for the Client to pick up there.
 - ✓ Make photocopy of the birth certificate and ask Client to sign the copy to affirm receipt.
 - ✓ Send the signed photocopy of the birth certificate to:

Margie Smith
Homeless Advocacy Project
42 S. 15th Street, 4th Floor
Philadelphia, PA 19102

Please contact Margie Smith with any questions (215-523-9595)

Thank you for volunteering with HAP!