



## **HOMELESS ADVOCACY PROJECT**

1429 Walnut Street, 15<sup>th</sup> Floor, Philadelphia, PA 19102  
215-523-9595 (phone) | 215-523-9599 (fax) | [www.haplegal.org](http://www.haplegal.org)

### **Birth Certificates for HAP Clients**

- Submit application packet to Division of Vital Records:
  - ✓ Cover letter
  - ✓ Application for Certified Copy of Birth Certificate (signed by you!)
  - ✓ Copy of your photo identification
  - ✓ Copy of your attorney identification
  - ✓ Copy of HAP's Release of Information Authorization
  - ✓ Check or money order for correct amount (\$20 in PA)
- Send application(s) in a U.S. Postal Service Priority Mail envelope and include a self-addressed, stamped Priority Mail envelope for return.
- When birth certificate arrives, mail or hand-deliver it to:

Margianne Smith, Office Administrator  
Homeless Advocacy Project  
1429 Walnut Street, 15<sup>th</sup> Floor  
Philadelphia, PA 19102

Please contact Margie or your HAP staff attorney with any questions at (215) 523-9595.

**Thank you for volunteering with HAP!**