



HOMELESS ADVOCACY PROJECT

1429 Walnut Street, 15th Floor, Philadelphia, PA 19102
215-523-9595 (phone) | 215-523-9599 (fax) | www.haplegal.org

Requesting Puerto Rico Birth Certificates for HAP Clients

Submit application packet to Vital Statistics Office of Puerto Rico:

Registro Demográfico, P.O. Box 11854, Fernández Juncos Station, San Juan, Puerto Rico 00910

- ✓ Cover letter on firm letterhead indicating how many certifications are needed with all data of the event, purpose of the request, and signed and dated by the attorney.
- ✓ Application for PR Birth Certification (**signed by you**)
- ✓ Authorization for Release of Birth Certificate (must be notarized)
- ✓ Copy of HAP's Release of Information Authorization
- ✓ Copy of the HAP's Representation Agreement
- ✓ Completed RD-37 form (Request for Event Vital to be Completed by Lawyers)
- ✓ Copy of your state photo identification (must be clear and legible)
- ✓ Copy of your attorney identification (must be clear and legible)
- ✓ Print-out of your PA Disciplinary Board attorney "Current Status"
Website: <https://www.padisciplinaryboard.org/for-the-public/find-attorney>
- ✓ Money Order for \$7 - **no personal or business checks** (additional \$2 fee for expedited processing - \$9 total)
- Send application(s) in a U.S. Postal Service Priority Mail envelope and include a **regular** self-addressed, stamped envelope for return.
- When birth certificate arrives, you may mail or hand-deliver it to:

Margianne (Margie) Smith, Office Administrator
Homeless Advocacy Project
1429 Walnut Street, 15th Floor
Philadelphia, PA 19102
- If you or a member of your staff arranges for HAP client to pick up birth certificate directly from your office, please let us know when the BC has been picked up. If possible, email a copy to Margie at msmith@haplegal.org.

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

Thank you for volunteering with HAP!