



LEGAL SERVICES TO END HOMELESSNESS



## Requesting PR Birth Certificates for HAP Clients

- Submit application packet to Vital Statistics Office of P.R.:  
**Resgistro 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**)
- ✓ Copy of client's identification (if available)
- ✓ 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)  
**\*\*\*New - Section 9 must be signed by the attorney requesting birth certificate.**
- ✓ Copy of **both sides** of your state photo identification (must be clear and legible)
- ✓ Copy of your attorney identification (must be clear and legible)
- ✓ Copy of the Attorney Certificate of Good Standing (which is valid for 6 month)
- ✓ Money Order for \$7 - **no personal or business checks** (additional \$2 fee for expedited processing - \$9 total). **Note: Fee could be \$12.00 if client recently requested a birth certificate – see application.**
- 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, 15<sup>th</sup> 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](mailto:msmith@haplegal.org).

**Please ask  
client if they  
have ID!**

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