AFTER

SAN BERNARDINO COUNTY, CALIFORNIA

Ordering a death certificate **in San Bernardino County**

How to request a certified copy online through the County's Vital Statistics Registration Office — and where to go if the death was more than two years ago.



A guide from After

BEFORE YOU START

What you'll need, and **what to know first**

The County's online portal, run by the Department of Public Health's Vital Statistics Registration Office (VSRO), only holds death records from the last 24 months. If the death happened more than two years ago, the record has moved to the Recorder-Clerk's office — that route is on page 4.

COST
$26 per certified copy

PORTAL HOLDS RECORDS FROM
The last 24 months

Have these ready before you begin — most of the process is just entering this.

- ✓ A government-issued photo ID
- ✓ Your loved one's full legal name and date of death
- ✓ Your relationship to your loved one
- ✓ A credit or debit card
- ✓ An email address, for your confirmation and order tracking

Good to know: certified copies only go to authorized persons — the list is on page 4. Anyone else can still get an informational copy, stamped "not a valid document to establish identity." Fees apply either way, even if no record is found.

ORDERING ONLINE

Eight steps, **start to finish**

1. ## Go to the County's vital records portal

   sanbernardinohdcavitals.permitium.com/consumer/dc/application

2. ## Start a death certificate application

   Select "Death Certificate" to begin a new order.

3. ## Enter your loved one's information

   Their full legal name and date of death, exactly as they should appear on the certificate.

4. ## Enter your information and relationship

   You'll attest to your relationship as part of a sworn statement. That's what determines whether you get a certified copy or an informational one.

5. ## Verify your identity

   Keep your photo ID nearby — you may be asked to confirm details from it, or upload a copy.

6. ## Choose your number of copies

   Order one extra certified copy for each institution — bank, insurer, Social Security — that requires an original.

7. ## Pay online

   $26 per certified copy by credit or debit card, plus a card-processing surcharge of about 2.25%. Checkout shows your exact total before you pay.

8. ## Submit and save your confirmation

   Keep the order number to track status. If no record is found, the fee is kept and you get a Certificate of No Record instead.

ELIGIBILITY

Who can get **a certified copy**

Under California law, a certified copy only goes to an "authorized person." Everyone else receives an informational copy. You're authorized if you're:

- ✓ A parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner
- ✓ Entitled by a court order — or an attorney or licensed adoption agency acting under one
- ✓ An attorney for your loved one or their estate, or a court-appointed estate representative
- ✓ A funeral director ordering on behalf of an authorized person

OLDER RECORDS

If the death was **more than two years ago**

Older records move from Public Health to the Assessor-Recorder-County Clerk (ARC). You have three ways to order there.

- ✓ Order online through Vitals Access and pick up in person — clerkfilings.tylerportico.com/vitals/citizen/vitals
- ✓ Apply by mail — download the application at arc.sbcounty.gov/vital-records and have it notarized for a certified copy
- ✓ Apply in person at 222 W. Hospitality Lane, San Bernardino, CA 92415 — an appointment is recommended

ARC can be reached at 909-387-8306. Mailed and online Recorder-Clerk orders commonly take a couple of weeks; the office can confirm current timing.

COMMON QUESTIONS

Any questions? **We've got answers**

I don't know the exact date or details of the death.

Reach out to your Care Specialist at After — we can look that up and provide it for you.

What if there's an error on the certificate itself?

Corrections happen at the state level, through the California Department of Public Health. Reach out to your Care Specialist — we can help you request an Amendment to the Death Record.

I'm not sure I qualify as an "authorized person."

You can still order an informational copy, which works for most non-legal purposes. Ask your Care Specialist if you need help picking the right option.

Where does my certificate get delivered?

Certificates from the online VSRO portal are mailed to the address you enter at checkout. Double-check it before submitting — orders generally can't be changed once placed.

We're here if **you need us**

Ordering paperwork while you're grieving is hard. You don't have to figure it out alone — call any time, day or night.

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