

## **016 - Los Angeles County Birth Certificate Program**

### **PURPOSE OF ORDER:**

The purpose of the order is to establish procedures for Los Angeles County's birth certificate program.

### **SCOPE OF ORDER:**

This order applies to all Community Transition Unit (CTU) personnel assigned to the Population Management Bureau (PMB).

### **ORDER:**

The CTU offers inmates born in Los Angeles County the opportunity to receive a certified copy of their Los Angeles County birth certificate at a fee of \$28.

The following procedures shall be followed to obtain / receive a Los Angeles County birth certificate:

#### **1. To obtain / receive a Los Angeles County birth certificate, inmates must provide the following:**

- Inmate must complete a CTU Birth Certificate Request Form Application
- Inmate must complete the County of Los Angeles Registrar-Recorder's Office County Clerk Request for Birth Record Application
- Both forms shall be submitted to the CTU birth certificate custody assistant for processing

#### **2. Receiving the Request and Processing:**

- Birth certificate applications shall be entered into the County of Los Angeles Registrar-Recorder County Clerk web site (<https://apps.lavote.net/BDM/>)
- Certified copies shall be picked up at the Los Angeles County Registrar Recorder's office (12400 Imperial Hwy. Norwalk, CA. 90650) during business hours, within 30 days of being submitted into the web site.

**NOTE: Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) shall hand deliver applications to the birth certificate program custody assistant located in the CTU office within the Inmate Reception Center (IRC). Century Regional Detention Facility (CRDF) and all Pitchess Detention Center (PDC) facilities, (North County Correctional Facility [NCCF], PDC-East [Fire Camps] PDC-North, and PDC-South) shall send all applications via county mail to the birth certificate program custody assistant.**

### 3. Receiving the Birth Certificates:

- CTU Security Officers shall pick up the certified birth certificate(s) from the Registrar Recorders office and deliver them to the birth certificate custody assistant at CTU
- The birth certificate(s) shall be booked into the inmate's property until the inmate is released
- If the inmate is released prior to CTU receiving the birth certificate, it will be mailed to the address provided on the inmate's application

### 4. Returned Birth Certificate to CTU from the United States Postal Service (USPS): (NOTE: if address is incorrect or applicant no longer resides at location)

- If the birth certificate is returned, CTU will hold it for up to 90 days.
- A CTU custody assistant shall check the status of re-arrest for each applicant at the beginning of each month
- If an applicant is re-arrested, a CTU custody assistant will re-book the birth certificate under the new booking number
- If the birth certificate(s) is not claimed within 90 days, the birth certificate(s) will be returned by the CTU security officers to the County Registrar Recorder's office where it will be voided