

# State-Certified Birth Certificate

## Why do I need to provide a copy of my child's state-certified Birth Certificate?

When you ask Costco to enroll a dependent child, your stepchild, or the children of your Domestic Partner Costco requires that you provide a copy of the state-certified birth certificate to substantiate your relationship to the child.

## What qualifies as a state-certified Birth Certificate?

The following items must be included on the certificate for it to qualify as a state-certified Birth Certificate:

1. Child's first and last name
2. Child's date of birth
3. Indication that the document was issued by the state/county and the birth was recorded in the state/county's vital records.
4. First and last name of employee as the child's parent or;
5. First and last name of the employee's spouse as the child's parent if adding a stepchild



#1 – First and last name of child

#2 – Child's date of birth

#4 & #5 – First and last name of employee as the child's parent or; first and last name of the employee's spouse as the child's parent if adding a stepchild

#3 – Indication that the document was issued by the state/county and the birth was recorded into the state/county's vital records.

Not all states and counties use the same method to certify a document. Different methods include:

- Barcode and file number (Example on the right)
- Signature from county clerk or Director of Public Health Records (Example on the lower left)
- Embossed state/county seal (Example on the upper left)

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

CERTIFICATE OF LIVE BIRTH

CERTIFICATE NUMBER: 146-1980-049713      DATE ISSUED: 10/17/2005

GIVEN NAMES: KATIE .....  
LAST NAME: JOHNSON .....

DATE OF BIRTH: SEPTEMBER 01, 1980.....  
FACILITY: SWEDISH HOSPITAL MEDICAL CENTER  
PLACE OF BIRTH: SEATTLE, KING COUNTY, WASHINGTON  
TIME OF BIRTH: 06:19 A.M.  
SEX: FEMALE

MOTHER'S MAIDEN NAME: MARY JEAN  
PLACE OF BIRTH: WASHINGTON  
AGE: 22 YEARS

FATHER'S NAME: JOHN JOHNSON  
PLACE OF BIRTH: WASHINGTON  
AGE: 23 YEARS

COUNTY FILE NUMBER: 11976  
FILING DATE: 09/17/1980  
FEE NUMBER: 1733152

SEAL OF THE STATE OF WASHINGTON



# State-Certified Marriage Certificate

## Why do I need to provide a copy of my state-certified Marriage Certificate?

When you ask Costco to enroll your spouse Costco requires that you provide a copy of the state-certified Marriage Certificate to substantiate your marriage.

## What qualifies as a state-certified Marriage Certificate?

The following items must be included on the certificate for it to qualify as a state-certified Marriage Certificate:

1. First and last name of employee
2. First and last name of spouse
3. Date of marriage
4. Indication that the document was issued by the state/county and the marriage was recorded in the state/county's vital records.



**20020715761400**  
PUBLIC NOTICE 0.00  
7/15/2002  
KING COUNTY, WA

**20020507 710600**

STATE OF WASHINGTON  
County of King

**King County Certificate**

THIS CERTIFIES that the undersigned officiant, a (title) Christian Minister by authority of a Marriage License bearing date the 10th day of May, 2002 A.D. and issued by King County, did on the 6th day of July, 2002 A.D. at the hour of 4:00 P.M. in the County of Yakima, State of Washington, join in LAWFUL WEDLOCK

GROOM John Johnson, date of birth 7-12-77  
place of birth Washington, residing in Issaquah WA. and

BRIDE Mary Jean, date of birth 11-16-76  
place of birth Washington, residing in Issaquah WA.

with their mutual assent, in the presence of Don Halluck and Debra Goodrich witnesses

IN TESTIMONY WHEREOF, witness the signatures of the parties to said ceremony, the witnesses and myself, this 6th day of July, 2002 A.D.

Kent R. Roberts Officiant Name (print or type)  
Don J. Halluck Witness Signature  
Debra Goodrich Witness Signature

**IMPORTANT NOTICE-READ CAREFULLY**  
The person solemnizing this marriage must fill out and file this certificate within 30 days after the ceremony. Any person solemnizing a marriage that willfully neglects or refuses to make and deliver this certificate may be subject to a fine of not less than \$25.00 or more than \$300.00.

RETURN TO  
King County Marriage License  
King County Administration Building  
500 Fourth Avenue, Room 400  
Seattle, WA 98104  
(206) 296-4001

#1 & #2 –  
First and last  
name of  
employee and  
spouse

#3 – Date of  
marriage

#4 – Indication that the document was issued by the state/county and the marriage was recorded in the state/county's vital records. Not all states and counties use the same method to certify a document. Different methods include:

- Barcode and file number (Example above)
- Signature from county clerk or Director of Records & Elections (Example below)
- Embossed state/county seal

STATE OF WASHINGTON  
County of King

The Director of Records & Elections, King County, State of Washington and a Public Recorder of Deeds and other Instruments, do hereby certify the foregoing copy has been compared with the original instrument as the same appears on file and of record in the office, and that the same is true and perfect transcript of said original and of the whole thereof.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

Director of Records & Elections  
By [Signature]  
Recorder

# Where can I order a state-certified Birth or Marriage Certificate?

The most common place to order a state-certified Birth or Marriage Certificate is at the Office of Vital Records in the state that the child was born in or the state that the marriage took place at. To locate a list of Vital Record Offices by state go to: \* <http://vitalrec.com/>

You can also order a state-certified Birth or Marriage Certificate online at one of the following websites:

\* <http://www.vitalchek.com>

\* <https://www.nationalbirthcertificate.com>

\* <http://www.easybirthcertificate.com/>

\* The websites listed above may not be accessible when using a worksite computer if you do not have a Firewall password.

## **What do I provide if my dependent child was born outside of the United States or if I was married outside of the United States?**

Typically when a birth or marriage takes place in a country other than the United States written documentation verifying the birth or marriage is provided, however the format will vary depending on the requirements of that country. If the document is in a language other than English or Spanish you are required to provide Costco with a translated version of the document. The document needs to be translated in English by a professional Translator or translation service. The Translator must notarize the document with their signature and provide a statement that the document is an accurate translation. To find a list of local professional Translators or translation services refer to your local phone book under *Translators*.