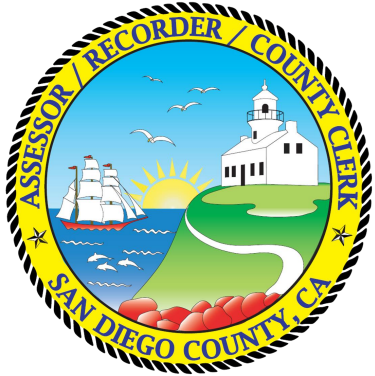




San Diego Sheriff's Office
Reentry Services Division



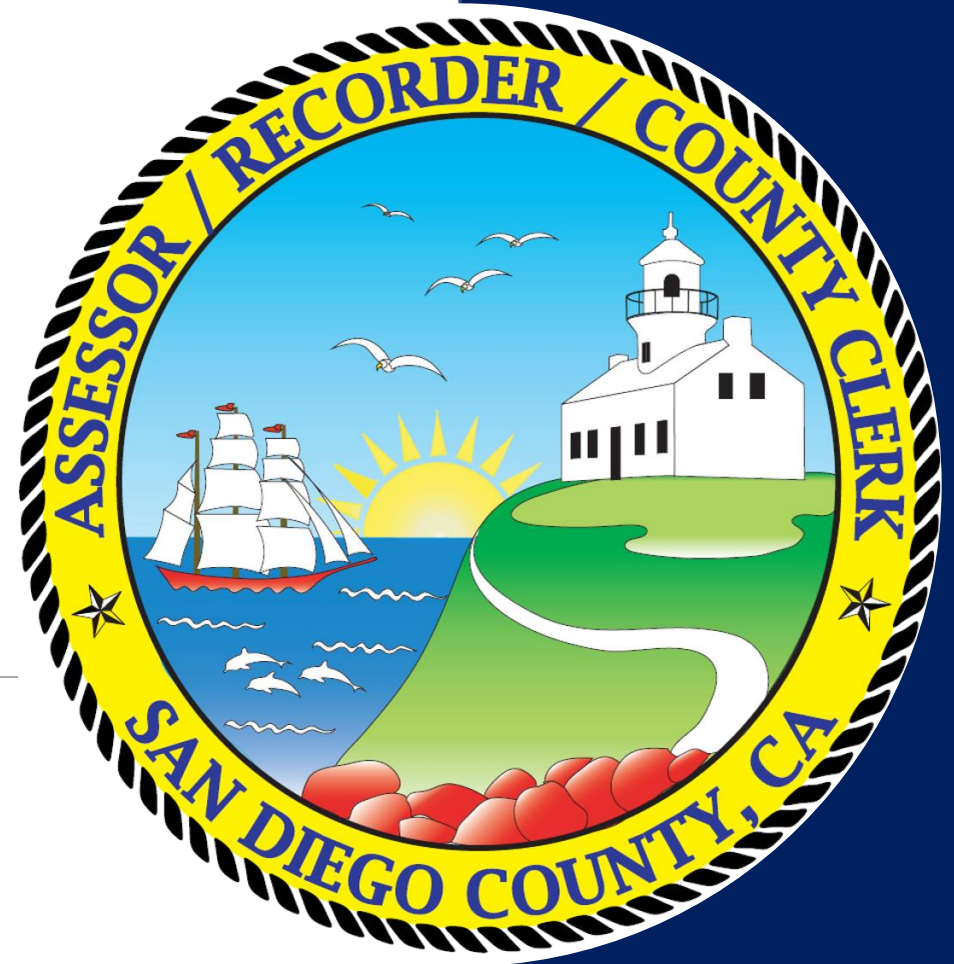
County of San Diego
Assessor | Recorder | County Clerk

BIRTH CERTIFICATES

County of San Diego

Assessor | Recorder | County Clerk

DEPUTY COUNTY CLERK (DCC)
PROGRAM OVERVIEW



Friday, October 17, 2025

Purpose

The DCC Program authorizes designated employees from partnering County departments - such as the San Diego County Sheriff's Office - to act on the Assessor/Recorder/County Clerk's behalf as Deputy County Clerk and perform specific County Clerk functions. This includes facilitating access to essential records, such as certified birth certificates for eligible individuals in custody.

DCC Program Enhancements

- Established standardized workflows and forms for appointments, oaths, and revocations.
- Implemented a centralized tracking system for appointments, revocations, and stamp inventories.
- Ensures compliance with California Government Codes §§24101–24102, providing structure, transparency, and accountability in every appointment.
- Strengthens interdepartmental collaboration and efficiency by equipping deputies with clear procedures and resources.



Workflow & Collaboration Process

Collaborative Approach

- Each correctional facility has a designated employee appointed as Deputy County Clerk.
- ARCC partnered with Reentry Services Division (RSD) to ensure each submitted application is properly verified, securely transmitted, and processed timely.
- Jointly established procedures address previous challenges in obtaining records from other counties – helping to eliminate delays and ensure consistency statewide.

Centralized Workflow

- All birth certificate requests from RSD are submitted through a dedicated centralized email inbox managed by ARCC staff.
- This streamlined process ensures timely review, verification, and issuance of certificates, typically within 5-7 business days.



Impact

Through our enhanced DCC program, ARCC has streamlined the process, enabling timely, legally compliant service delivery and expanding the reach of vital record services to incarcerated individuals.

Commitment to Service

ARCC is proud to partner with the Sheriff's Office to ensure every eligible applicant receives their birth certificate efficiently and with dignity. This collaboration exemplifies our shared commitment to improving reentry outcomes and supporting individual's successful reintegration into the community.



San Diego Sheriff's Office Reentry Services Division

INTERNAL PROCESS FOR BIRTH CERTIFICATES



Friday, October 17, 2025

SDSO/ARCC Partnership

- RSD partnered with ARCC in summer 2023 and shortly piloted the program at San Diego Central Jail
- Expansion to all facilities in 2024
- Out of county birth certificates in 2025



Birth Certificate Program

What is the importance of a Birth Certificate?

- Essential Document
- Required for:
 - Employment
 - Housing
 - Medical
 - School enrollment
 - Banking
 - Public Assistance Programs



Eligibility & Process for San Diego Born Applicants

BIRTH CERTIFICATES



NEED A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE?

Write an IP request to Counseling to complete an application.

BORN OUTSIDE OF CALIFORNIA?

Counseling will provide appropriate contact information to your place of birth's state vital records office.

ELIGIBILITY

- Born in California
- Must have at least 6 weeks remaining in custody

INFORMATION NEEDED

- Full Legal Name
- Date of Birth
- Full Legal Name of Parent

IMPORTANCE OF IDENTIFICATION

Your birth certificate is important because it proves your legal name, age, birthdate, and birthplace. If you were born in the United States, it also proves your U.S. citizenship. Having a copy of your birth certificate is necessary to get other essential documents.



passion · purpose · progress

- Incarcerated Person (IP) meets specific established requirements.
- If eligible, applicant completes and signs forms.
- All completed forms are sent directly via email to the ARCC. Once located, ARCC sends Birth Certificate to Reentry Supervisor who then routes it to the assigned facilities.
- Approximately 630 San Diego County born birth certificates processed.



DCC Program – Out of County

- Designated Correctional Counselors are authorized to submit out of county born birth certificate applications.
- Each facility has 1 stamp provided by ARCC
- 40 out of county processed since April of this year



Questions?

Thank You!