

OBTAINING YOUR BIRTH CERTIFICATE:

A GUIDE FOR NEW HAVEN, CONNECTICUT AND THE FIFTY STATES

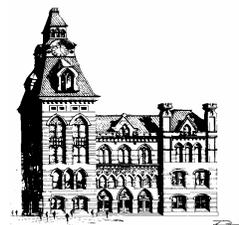
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OBTAINING YOUR BIRTH CERTIFICATE: AN INTRODUCTION

A Note on Obtaining Birth Certificates

A handful of states treat birth certificates as public records. However, most states require some identification to obtain a copy of your own birth certificate.

For an individual with little or no identification, the best approach in almost all states is to have a parent, spouse, child, or other relative with standard ID apply on his or her behalf, ideally before that individual is released from prison.

Some states accept Department of Correction discharge papers as identification to obtain a birth certificate as a matter of policy. Other states have informally indicated to the researchers of this Guide that they do this in practice, though it is not stated in their policy. Where this is the case, we have written “staff says DOC papers are acceptable,” and we advise applicants to call ahead to confirm that this is still the practice.

Procedures for obtaining your birth certificate differ widely from state to state, and an applicant’s success in obtaining a copy of his or her birth certificate without standard ID may depend on the mood of the staffer assisting him or her on that day. Many staffers bent over backwards in talking to our researchers trying to think of ways an individual returning from prison could meet the ID requirements, while others were unsympathetic.

An applicant with the assistance of a mentor or discharge planner will likely have much more success.

Getting a Voter Registration Card

Getting a voter registration card is simple, and you can use a voter registration card to help you get a copy of your birth certificate, or other forms of ID.

You are only ineligible for a voter registration card if you were convicted of a felony and you are still on parole. If you are on probation, if you have completed your sentence, or if you were only convicted of a misdemeanor, you are eligible.

To get a voter registration card, fill out the form “STATE OF CONNECTICUT, MAIL-IN VOTER REGISTRATION.”

You must mail the form to the Town Hall or City Hall for the town or city where you live. The addresses can be found on the “List of Connecticut Town Clerks.”

Getting a Document Notarized

Getting a document notarized means taking it to a notary public. A notary public is someone who is legally authorized to witness signatures and certify that a document is valid.

There are several notaries in the downtown New Haven area, including:

FedEx Office

30 Whitney Avenue (between Grove and Audubon)

New Haven, CT 06510

(203) 495-9741

Monday to Friday, 9:00 a.m.—6:30 p.m.

→ The notary is in and out during the day, so call ahead.

The UPS Store

24 Dixwell Avenue (at the corner of Lake Place)

New Haven, CT 06511

(203) 772-4445

Monday to Friday, 8:30 a.m.—6:30 p.m.

Saturday, 9:00 a.m.—5:00 p.m.

Sunday, 11:00 a.m.—4:00 p.m.

→ The notary is in and out during the day, so call ahead.

In order to have a document notarized, you must provide two pieces of ID, at least one of which should have your photograph. You should bring your DOC discharge papers and any other documents you have, such as:

- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you're staying

You should also call ahead to ask the notary what documents he will accept.

If you don't have ID, you can also prove your identity to the notary by using a "credible witness"—a person who knows both you and the notary. Call ahead to ask the notary for help finding a "credible witness."

OBTAINING A BIRTH CERTIFICATE IN NEW HAVEN & OTHER CONNECTICUT TOWNS

Place of Birth: New Haven

Web: <http://www.cityofnewhaven.com/VitalStatistics>

Phone: (203) 946-7931 or (203) 946-8084

Hours: Monday to Friday, 9:00 a.m.—4:00 p.m.

Cost: \$10.00

ID needed: A valid, current government-issued photo ID, such as:

- Current non-driver ID issued by the State of Connecticut DMV
- Current driver's license ID issued by the State of Connecticut DMV (with the correct address)
- Current driver's license ID issued by another state
- Valid passport

If you don't have a photo ID, you will need two of the following:

- Utility bill with a current address
- Pay stub
- Social Security card
- Medical card

→ **If you don't have any of these, bring your DOC discharge papers to the Office of Vital Statistics and the staff will help you.**

Who can get a copy: You, your spouse, your parents, your grandparents, your children (if 18 or older)

What to do:

- Go to the Office of Vital Statistics, at 165 Church Street between Chapel Street and Elm Street (the City Hall building) in New Haven. The Office of Vital Statistics is on the ground floor, Room 154.
- Bring your DOC discharge papers and any other ID you have.
- Bring \$10.00 in cash, or a money order made out to "New Haven Vital Statistics."
- Fill out the form "APPLICATION FOR COPY OF BIRTH CERTIFICATE."

What to do if you don't have the right kind of ID: If you don't have any ID at all, a family member who has photo ID can request a copy of your birth certificate for you by going to the Vital Statistics Office. Your parents will only need a photo ID. Your spouse will need a photo ID and a copy of your marriage license, unless you were married in New Haven, in which case no

marriage license is needed. Your children will need a photo ID and a copy of their own birth certificate, unless they were born in New Haven, in which case they only need photo ID. Your grandparents will need a photo ID and a copy of your parent's birth certificate (mother or father, whichever is their child), unless your parent was born in New Haven, in which case they only need photo ID.

How long it will take to receive a copy: It depends on the line, but probably around 15 minutes.

Place of Birth: Other Connecticut Towns

Web: <http://www.ct.gov/dph/cwp/view.asp?a=3132&q=390652>

→ **The best way to get a copy of your birth certificate if you were born in Connecticut, but not in New Haven, is from the clerk's office for the town or city where you were born.** Check the list "Connecticut Town and City Clerks" to find the address and phone number of the right clerk's office. For example, if you were born in Bridgeport, you would contact the Vital Statistics Office at 202 State Street, Bridgeport CT, 06604, or call (203) 576-8208.

Cost: \$10.00

ID needed: A valid, current government-issued photo ID, such as:

- Driver's license
- State issued identification card
- Government issued employment identification
- Passport

If you don't have a photo ID, you can use **two** of the following:

- Social Security card
- Written verification of identity from employer
- Car registration
- Copy of utility bill showing name and address
- Checking account deposit slip stating name and address
- Voter registration card

→ **If you are on probation or if you have completed your sentence, it's simple to get a voter registration card. To find out how, see the section, "Getting a Voter Registration Card."**

→ **If you don't have any of these forms of ID, many clerk's offices will accept your DOC discharge papers. Call ahead to check.**

Who can get a copy: You, your spouse, your parents, your grandparents, your children (if 18 or older)

What to do: If you can, it's better to go in person to the clerk's office for the town or city where you were born. Find the address and phone number of the clerk's office on the list "Connecticut Town and City Clerks" **and call ahead for directions.** Tell the clerk what forms of ID you have, including your DOC discharge papers, and ask if this is enough to get a copy of your birth

certificate. Remember, you can ask your parole or probation officer, your employer, or a social services worker for a letter stating who you are.

If you have the right ID, you should:

- Bring copies of all your IDs, including your DOC discharge papers
- Bring \$10.00 in cash, or a money order for \$10.00 made out to the town or city (for example, if you were born in Bridgeport, you would have the money order made out to “City of Bridgeport”)
- Fill out the form “REQUEST FOR COPY OF BIRTH CERTIFICATE”

→ **If you can’t go in person**, you can mail in your request. Find the address and phone number of the clerk’s office for the town or city where you were born, and call ahead. Tell the clerk what ID you have, including your DOC discharge papers, and ask if this is enough to get a copy of your birth certificate. Remember, you can ask your parole or probation officer, your employer, or a social services worker for a letter stating who you are.

If you have the right ID, you should:

- Fill out the form “REQUEST FOR COPY OF BIRTH CERTIFICATE”
- Make photocopies of whatever ID you have, including your DOC discharge papers
- Mail the form, the photocopies, and a money order for \$10.00 made out to the town or city (for example, if you were born in Bridgeport, you would have the money order made out to “City of Bridgeport”) and mail everything to the address on the list of “Connecticut Town and City Clerks.”
- Be sure to call ahead to double-check the address

What to do if you don’t have the right kind of ID: If a family member has a photo ID, they can get a copy of your birth certificate, either in person or by mail. Follow the instructions for mailing in a request above, but use your family’s ID above. Your parents will only need a copy of their own photo ID. Your spouse will need a copy of their own photo ID and a copy of your marriage license. Your children will need a photo ID and a copy of their own birth certificate. Your grandparents will need a photo ID and a copy of your parent’s birth certificate (mother or father, whichever is their child).

How long it will take to receive a copy: If you or a family member goes in person to the clerk’s office, you should be able to get your birth certificate that same day. If you or a family member requests a copy by mail, it may take 4-6 weeks.

OBTAINING YOUR BIRTH CERTIFICATE IN STATES OTHER THAN CONNECTICUT

Place of Birth: Alabama

Web: <http://ph.state.al.us/Chs/VitalRecords/Birth/BIRTH.HTML>

Phone: (334) 206-5418

Hours: Monday to Friday, 9:00 a.m.—4:00 p.m. Central Time

Cost: \$12.00

ID needed: none

Who can get a copy: You, you parents, your children, your spouse, your siblings, your legal representative

What to do:

- Fill out the form “USE ONLY FOR A VITAL EVENT WHICH OCCURRED IN ALABAMA”
- Mail the form, and a check or money order for \$12 made out to “Alabama Vital Records” to:

Alabama Vital Records
P.O. Box 5625
Montgomery, AL 36103-5625

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online at <http://www.vitalchek.com/alabama-express-vital-records.aspx>. The cost is \$27.50.

How long it will take to receive a copy: It varies.

Place of Birth: Alaska

Web: <http://www.hss.state.ak.us/dph/bvs/birth/>

Phone: (907) 465-3391

Hours: Monday to Friday, 8:00 a.m. - 4:00 p.m. Alaska Time

Cost: \$20.00

ID needed: A valid, current government-issued photo ID such as a driver’s license or non-driver photo ID, a current passport, a military or veteran’s ID.

Who can get a copy: You, your parents

What to do:

- Fill out the form “STATE OF ALASKA BIRTH CERTIFICATE REQUEST FORM”
- Make a photocopy of your photo ID and sign it with your full name (first, middle, and last names)
- Mail the form, the photocopy of your photo ID, and a check or money order for \$20.00 made out to “Alaska Bureau of Vital Statistics” to:

Bureau of Vital Statistics
P.O. Box 110675
Juneau, AK 99811-0675

- If you have a credit card in your own name, you can pay by credit card for \$31.00. Fill in your credit card information on the form “STATE OF ALASKA BIRTH CERTIFICATE REQUEST” and mail the form as described above.

Order by fax: If you are paying by credit card, you can also fax the form to (907) 465-3618. If you fax the form, call back a day later, at (907) 465-3391 to make sure the form was received.

What to do if you don’t have the right kind of ID: If either of your parents has a photo ID of their own, they can request a copy of your birth certificate as described above. Otherwise, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your “face sheet”)
- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you’re staying

Then call the Alaska Bureau of Vital Statistics at (907) 465-3391.

How long it will take to receive a copy: If you mailed your request, 4 weeks. If you faxed your request and paid by credit card, 5 days.

Place of Birth: Arizona

Web: http://www.azdhs.gov/vitalrcd/birth_index.htm

Phone: (602) 364-1300 or (888) 816-5907

Hours: Monday to Friday, 8:00 a.m.—5:00 p.m. Mountain Time

Cost: \$10.00

ID needed: none

Who can get a copy: You, your parents, your grandparents, your spouse, your siblings (if 18 or older), your children (if 18 or older), your foster parents, your legal representative

What to do:

- Fill out the form “REQUEST FOR COPY OF BIRTH CERTIFICATE”
- Get the form notarized by a notary public. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”-)
- Mail the notarized form and a money order for \$10.00 made out to “Arizona Office of Vital Records” to:

State Office of Vital Records
P.O. Box 3887
Phoenix, AZ 85030

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online at <http://www.vitalchek.com>. The cost is \$18.00.

How long it will take to receive a copy: If you mailed your request, 15-20 business days. If you ordered online, 3-5 business days.

Place of Birth: Arkansas

Web: <http://www.healthyarkansas.com/certificates/certificates.html>

Hours: Monday to Friday, 8:00 a.m.—4:30 p.m. Central Time

Phone: (800) 637-9314

Cost: \$12.00

ID needed: none

Who can get a copy: You, your parents, your spouse, your children, your legal representative

What to do:

- Fill out the form “BIRTH CERTIFICATE APPLICATION”
- Mail the form and a check or money order for \$12.00 made out to “Arkansas Department of Health” to:

Arkansas Department of Health
Vital Records, Slot 44
4815 West Markham
Little Rock, AR 72205

Order online: If you have a credit card in your own name, you can order online at www.vitalchek.com. The cost is \$17.50.

How long it will take to receive a copy: If you mailed your request, 4-6 weeks. If you ordered online, it will be faster.

Place of Birth: California

Web:

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx>

Phone: (916) 445-2684

Hours: Monday to Friday, 8:00 a.m.—4:00 p.m. Pacific Time

Cost: \$14.00

ID needed: none

Who can get a copy: You, your parents, your grandparents, your children, your siblings, your spouse, your legal representative

What to do:

- Fill out the form “APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD” Be sure to check the box on the left that says “I would like a **Certified Copy.**”
- Fill out the form “SWORN STATEMENT” and get the form notarized by a notary public. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”)
- Mail the form, the notarized sworn statement, and a check or money order for \$14.00 made out to “California Office of Vital Records” to:

California Office of Vital Records
MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410

- It will take the state office about 14 weeks to process your application. It will be faster for you to contact the county recorder in the county where you were born. Check the list of “California County Recorders” and call ahead. The cost will still be \$14.00 and the documents you need to send will be the same, but you should receive a copy of your birth certificate faster.

How long it will take to receive a copy: 14 weeks if you send your request to the state, faster if you send your request to the county where you were born.

Place of Birth: Colorado

Web: <http://www.cdphe.state.co.us/certs/birth.html>

Phone: (303) 692-2200

Hours: Monday to Friday, 8:30 a.m. - 4:45 p.m. Mountain Time

Cost: \$17.75

ID needed: You need one form of photo ID, OR two forms of non-photo ID. Colorado accepts the following as photo ID (one form needed):

- Photo driver's license
- Photo identification card
- Current school, university, or college identification card
- Passport
- Foreign passport
- Alien registration receipt card/Permanent Resident card
- Temporary Resident card
- Employment authorization card
- U.S. military identification card
- Tribal identification card
- U.S. Certificate of Naturalization
- Certificate of U.S. citizenship
- U.S. Citizenship identification card

Colorado accepts the following as **non-photo ID** (two forms needed and they cannot be more than 6 months old):

- Work Identification/paycheck Stub/W-2
- Voter registration card
- Social Security card
- Military discharge papers (DD-214)
- Motor vehicle registration/title
- **Probation documents**
- Marriage license/divorce decree
- Social Services card
- Hospital birth worksheet
- Acknowledgment of Paternity document
- **Department of Corrections identification card**
- U. S. Birth Certificate of the applicant
- Craft or trade license
- Hunting or fishing license
- Merchant Mariner card
- Pilot license
- Selective Service card
- Weapon or gun permit
- Any expired photo ID

Who can get a copy: You, your parents or step-parents, your grandparents, your siblings, your spouse, your children or grandchildren (if 18 or older), your step-children (if 18 or older), your legal representative

What to do:

- Fill out the form “APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE”
- Make a photocopy of one form of photo ID, or two forms of non-photo ID
- Mail the form, the photocopy of your ID, and a check or money order for \$17.75 made out to “Colorado Vital Records” to:

Colorado Department of Public Health and Environment
Vital Records Section HSVR-VR-A1
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Order by fax: If you have a credit card in your own name, you can order by fax. Fill out the form “APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE,” make a photocopy of your photo or non-photo ID, and fax both to (866) 559-9636. The cost is \$26.75.

Order online: If you have a credit card in your own name, you can also order online. Go to <http://www.vitalchek.com/colorado-express-vital-records.aspx>. The cost is \$26.75.

What to do if you don’t have the right kind of ID: If a family member has a photo ID, he/she can request a copy of your birth certificate for you, as described above. Otherwise, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your “face sheet”);
- a utility bill (gas, electric, water);
- a cell phone bill;
- any mail addressed to you;
- a letter from your parole officer or probation officer;
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you’re staying
-

Then call the Colorado Vital Records Section at (303) 692-2200 to find out what ID they will accept.

How long it will take to receive a copy: If you request a copy by mail, 3 weeks. If you request a copy by fax or on the Web, 5 days.

Place of Birth: Delaware

Web: <http://www.dhss.delaware.gov/dph/ss/vitalstats.html>

Phone: (302) 744-4549

Hours: Monday to Friday, 8:00 a.m.—4:15 p.m. Eastern Time

Cost: \$10.00

ID needed: current, valid government-issued photo ID or work ID

Who can get a copy: You, your parents, your children, your spouse, your legal representative

What to do:

- Fill out the form “APPLICATION FOR A CERTIFIED COPY OF A DELAWARE BIRTH CERTIFICATE”
- Make a photocopy of your photo ID
- Mail the form, the photocopy, and a check or money order for \$10 made out to “Delaware Office of Vital Statistics” to:

Delaware Office of Vital Statistics
Jesse S. Cooper Building
417 Federal Street
Dover, DE 19901

Order online: If you have a credit card in your own name, you can request a copy of your birth certificate online. Go to <http://www.vitalchek.com/delaware-express-vital-records.aspx>. The cost is \$22.95.

What to do if you don’t have the right kind of ID: If a family member has a photo ID, he/she can request a copy of your birth certificate for you, as described above. Otherwise, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your “face sheet”)
- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you’re staying

Then call the Delaware Office of Vital Statistics at (302) 744-4549. The Bureau is open Monday to Friday, from 8:00 a.m. - 4:15 p.m. You will need two forms of non-photo ID.

How long it will take to receive a copy: It varies.

Place of Birth: Florida

Web: http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/birth_death.htm

Phone: (904) 359-6900, extension 9000.

Hours: Monday to Friday, 8:00 a.m. - 5:00 p.m. Eastern Time

Cost: \$9.00

ID needed: valid, current photo ID, like driver’s license, non-driver ID, passport, military ID

Who can get a copy: You, your parents, your legal representative

What to do:

- Fill out the form “APPLICATION FOR FLORIDA BIRTH RECORD.” Check the first box for “Computer Certification.”
- Make a photocopy of your photo ID
- Mail the form, the photocopy, and a check or money order for \$9.00 made out to “Florida Office of Vital Statistics” to:

Florida Office of Vital Statistics
Attn: Client Services
P.O. Box 210
Jacksonville, FL 32231-0042

Order online: If you have a credit card in your own name, you can order online. Go to <http://www.vitalchek.com>. The cost is \$17.00.

Order by phone: If you have a credit card in your own name, you can also order by phone. Call (877) 550-7330. The cost is \$24.00.

What to do if you don’t have the right kind of ID: If either of your parents has a photo ID, he/she can request a copy of your birth certificate, as described above. That’s the best choice. Otherwise, you must:

- Find a person who has photo ID
- Write a letter that says you allow that person to request and receive a copy of your birth certificate, then have that letter notarized. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”)
- Have that person request a copy of your birth certificate, as described above. That person must include their own photo ID, your notarized letter, the form “APPLICATION FOR A FLORIDA BIRTH RECORD,” and a check or money order for \$9.00.

How long it will take to receive a copy: 3-4 business days, plus time in the mail

Place of Birth: Georgia

Web: <http://health.state.ga.us/programs/vitalrecords/birth.asp>

Phone: (404) 679-4702

Hours: Monday to Friday, 8:00 a.m. - 4:45 p.m. Eastern Time

Cost: \$10.00

ID needed: valid, current government-issued photo ID, like a driver’s license, non-driver ID, or employee ID

Who can get a copy: You, your parents, your grandparents, your children (if 18 or older), your siblings (if 18 or older), your spouse, your legal representative

What to do:

- Fill out the form “BIRTH CERTIFICATE REQUESTS”
- Make a photocopy of your photo ID
- Mail the form, the photocopy of your photo ID, and a check or money order for \$10.00 made out to “Georgia Vital Records” to:

Georgia Vital Records
2600 Skyland Drive NE
Atlanta, GA 30319-3640

What to do if you don’t have the right kind of ID: If any of the family members listed above has a photo ID, he/she can request a copy of your birth certificate as described above.

How long it will take to receive a copy: 5 weeks

Place of Birth: Hawaii

Web: http://hawaii.gov/health/vital-records/vital-records/vital_records.html

Phone: (808) 586-4539 or (808) 586-4542

Hours: Monday to Friday, 7:45 a.m. - 2:30 p.m. Hawaii Time

Cost: \$10.00

ID needed: valid, current government-issued photo ID, like driver’s license or non-driver ID

Who can get a copy: You, your parents, your spouse, your children, your siblings, your grandparents, your first cousins, your aunts or uncles, your legal representative

What to do:

- Fill out a copy of the form “STATE OF HAWAII DEPARTMENT OF HEALTH, OFFICE OF STATUS MONITORING, REQUEST FOR CERTIFIED COPY OF BIRTH RECORD”
- Make a photocopy of your photo ID
- Mail the form, the photocopy of your photo ID, and a money order for \$10.00 made out to “Hawaii State Department of Health” to:

Hawaii State Department of Health
Office of Health Status Monitoring
Vital Records Issuance Section
P.O. Box 3378
Honolulu, HI 96801

What to do if you don't have the right kind of ID: If a family member has a photo ID, he/she can request a copy of your birth certificate for you, as described above. You will also need to write and sign a letter authorizing your family member to request a copy of our birth certificate. Otherwise, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your “face sheet”)
- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you're staying

Then call the Hawaii Vital Records Issuance Section at (808) 586-4539 or (808) 586-4542 to find out what they will accept.

How long it will take to receive a copy: 2-3 weeks.

Place of Birth: Idaho

Web: http://www.healthandwelfare.idaho.gov/portal/alias__Rainbow/lang__en-US/tabID__3335/DesktopDefault.aspx

Phone: (208) 334-5980

Hours: Monday to Friday, 9:00 a.m. - 4:00 p.m. Mountain Time

Cost: \$13.00

ID needed: Idaho accepts one form of photo ID or two forms of non-photo ID.

Photo ID (ONE form needed) includes:

- Driver's License
- Non-Driver ID Card
- Passport
- Military ID Card
- Tribal ID Card

Non-photo ID (TWO forms needed, one of which must have your signature) includes:

- Social Security Card
- Credit/Debit/ATM Card
- Work ID Card
- School ID Card
- Car Registration/Insurance
- Library Card

- Doctor/Medical Record
- Insurance Record
- Fishing License
- Pay Stub
- Canceled Check (not a voided check)
- Traffic/Pawn Ticket
- Bill with current address
- Court Record
- Voter Registration Card
- Year Book (current)

Who can get a copy: You, your immediate family (parents, grandparents, children, siblings, spouse), your legal representative

What to do:

- Fill out the form “IDAHO VITAL STATISTICS CERTIFICATE REQUEST”
- Make a photocopy of your ID—**Be sure to copy BOTH SIDES of the ID.**
- Mail the form, the photocopy of your ID, and a check or money order for \$13.00 made out to “Idaho Bureau of Vital Records and Health Statistics” to:

Idaho Bureau of Vital Records and Health Statistics
P.O. Box 83720
Boise, ID 83720-0036

What to do if you don’t have the right kind of ID: The easiest way to get a copy of your birth certificate is to have a family member who has photo ID request it for you, as described above. If no family member can request a copy of your birth certificate, you can submit a notarized letter requesting a copy. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”)

How long it will take to receive a copy: 5-7 days

Place of Birth: Illinois

Web: <http://www.idph.state.il.us/vitalrecords/birthorder.htm>

Phone: (217) 782-6553

Hours: Monday to Friday, 8:30 a.m. - 4:00 p.m. Central Time

Cost: \$15.00

ID needed: One form of photo ID, like a driver’s license or non-driver ID. Illinois also accepts two forms of non-photo ID with your name, one of which must show your current address. One piece of documentation can be a bill or piece of mail. The other piece of documentation must be one of the following items listed below:

- Medical/car insurance card
- Car registration paperwork

- Credit card statement
- Bank statement
- Paycheck stub with imprinted information
- Public assistance card
- Voter's registration card

→ **The staff at the Illinois Division of Vital Records says it will accept your DOC discharge papers without any other ID. Call ahead to double-check.**

Who can get a copy: You, your parents, your legal representative

What to do:

- Fill out the form “ILLINOIS DEPARTMENT OF PUBLIC HEALTH APPLICATION FOR SEARCH OF BIRTH RECORD FILES.” Be sure to request a “Certified Copy.”
- Make a photocopy of your DOC discharge papers or other ID
- Mail the form, the photocopy of your DOC discharge papers or other ID, and a check or money order for \$15.00 made out to “Illinois Department of Public Health” to:

Illinois Department of Public Health
 Division of Vital Records
 605 W. Jefferson Street
 Springfield, IL 62702-5097

Order online: If you have a credit card in your own name, you can get a copy of your birth certificate online. Go to <http://www.vitalchek.com/illinois-express-vital-records.aspx>. The cost is \$23.50.

Order by fax: If you have a credit card in your own name, you can also get a copy by fax. The cost is \$23.50. Send all the materials you would mail to (217) 523-2648.

What to do if you don't have the right kind of ID: If either of your parents has a photo ID, he/she can request a copy of your birth certificate as described above: fill out the form “ILLINOIS DEPARTMENT OF PUBLIC HEALTH APPLICATION FOR SEARCH OF BIRTH RECORD FILES,” photocopy the photo ID, and mail in the form, the photocopy of ID, and the check or money order.

How long it will take to receive a copy: 3-4 weeks if you request a copy by mail. 3-5 days if you request a copy on the Web or by fax.

Place of Birth: Indiana

Web: <http://www.in.gov/isdh/20444.htm>

Phone: (317) 233-2700

Hours: Monday to Friday, 9:00 a.m. - 2:00 p.m. Eastern Time

Cost: \$10.00

ID needed: Indiana accepts one form of photo ID, or two forms of non-photo ID.

Photo ID (**one** form needed) includes:

- Driver's license
- Non-driver ID
- Work ID with signature
- Military ID with signature
- School ID with signature
- Veteran's ID
- Passport

Non-photo ID (**two** forms needed) includes:

- Social Security card
- Credit Card with signature
- Bank Card with signature
- Car registration (must be 6 months old)
- Housing Lease (must be 6 months old)
- Military discharge papers (DD-214)
- Original employment application
- Voter registration card

→ **The staff at the Vital Records office says that DOC discharge papers are an accepted form of ID, but you will still need another form of ID, too. Be sure to call ahead to double-check.**

Who can get a copy: You, your parents, your grandparents, your siblings (if 18 or older), your aunts or uncles, your spouse, your children (if 18 or older), your legal representative

What to do:

- Fill out the form "APPLICATION FOR SEARCH AND CERTIFIED COPY OF BIRTH RECORD." Be sure to request a "Standard size" certificate.
- Make a photocopy of one form of photo ID, or two forms of non-photo ID
- Mail the form, the photocopy, and a check or money order for \$10.00 made out to "Indiana State Department of Health" to:

Vital Records
Indiana State Department of Health
P.O. Box 7125
Indianapolis, IN 46206-7125

What to do if you don't have the right kind of ID: If a family member has a photo ID, he or she can request a copy of your birth certificate as described above. Your parents only need to include their photo ID, but any other family member needs to prove their relationship to you. For example, your siblings would need to include their own birth certificates, to show that you and they have the same parents. If no family member can help, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your "face sheet")

- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you're staying

Then call the Indiana Vital Records Office at (317) 233-2700 to ask what they will accept.

How long it will take to receive a copy: 15-30 business days

Place of Birth: Iowa

Web: http://www.idph.state.ia.us/apl/health_statistics.asp#vital

Phone: (515) 281-4944

Hours: Monday to Friday, 7:00 a.m. - 4:45 p.m. Central Time

Cost: \$15.00

ID needed: A valid, current government-issued photo ID

Who can get a copy: You, your spouse, your parents, your grandparents, your children, your grandchildren, your siblings, your legal representative

What to do:

- Fill out the form “BIRTH, APPLICATION FOR A SEARCH FOR AN IOWA RECORD.” You must sign the form and have it notarized. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”.)
- Make a photocopy of your photo ID
- Mail the form, the photocopy of your photo ID, and a check or money order for \$15.00 made out to “Iowa Department of Public Health” to:

Iowa Department of Public Health
Bureau of Health Statistics
Lucas State Office Building, 1st floor
321 E. 12th Street
Des Moines, IA 50319-0075

Order online: If you have a credit card in your own name, you can request a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$28.00.

Order by phone: If you have a credit card in your own name, you can also request a copy of your birth certificate by phone. Call (866) 809-0290. The cost is \$28.00.

What to do if you don't have the right kind of ID: If you have a family member with a credit card in their name, they can order on the Web or over the phone. That will be the easiest way to get a copy of your birth certificate. If you have a family member with a photo ID but no credit card, they he/she can request a copy by mail, as described above.

→ **The Iowa Bureau of Health Statistics staff says it will accept DOC discharge papers as one form of ID, but you will still need another**, such as:

- Utility bill (gas, electric, water)
- Cell phone bill
- Any mail addressed to you
- Pay stub or a letter from your employer
- Social Security card, health insurance card, or DSS card
- Lease or rental agreement
- Letter from a shelter where you're staying

You should call the Bureau of Health Statistics at (515) 281-4944 to explain what ID you have, and what they will take. You should also tell them you need your birth certificate as soon as possible, and they will help you.

How long it will take to receive a copy: If you requested a copy by mail, 30-45 days. If you include a prepaid express mail envelope, such as UPS or FedEx, the Bureau of Health Statistics will process your request as soon as they get it. If you requested a copy online or by phone, 7-21 days.

Place of Birth: Kansas

Web: http://www.kdheks.gov/vital/birth_howto.html

Phone: (785) 296-1400

Hours: 9:00 am - 4:00 pm Central Time

Cost: \$12.00

ID needed: Photocopy of driver's license

- Photocopy of state ID card
- Photocopy of passport or visa
- Photocopy of military ID

If you do not have a government issued photo ID, you must send photocopies of **any TWO** of the following:

- Social security number
- Bank statement with current address
- Car registration or title with current address
- Utility bill with current address
- Pay stub (must include your name, social security number plus name and address of business)

Who can get a copy: you, parents, immediate family, named beneficiary, or someone who jointly owns property with the person whose name is on the birth certificate

What to do:

Submit a completed, signed application form or send a letter with the following information:

- Specify you are requesting a BIRTH certificate
- Indicate certified paper copy or *wallet-size card (see card information below) and number of copies or cards you are requesting
- Full name as listed on birth certificate
- Date of birth (month, day, year)
- Sex (male or female)
- Place of birth (city, county) – **Must be Kansas**
- Mother's maiden name
- Father's full name
- Your relationship to the person named on the birth certificate
- Reason you are requesting the certificate (we ask this so that we can provide appropriate service for your needs)
- Your daytime phone number
- Your mailing address
- Place your handwritten signature on the request
- Enclose a business size self-addressed stamped envelope for each request of a different record.
- You **MUST** include a photocopy of a government issued ID or two of the documents listed above.
- Mail the form and a check or money order for \$10.00 made out to "Kansas Vital Statistics" to:

Office of Vital Statistics
275 E. Main Street 1E-A
Frankfort, KY 40621

Order online: If you have access to a credit card, you can request a copy of your birth certificate online at www.vitalchek.com. The cost is \$12.00 and there is an additional \$10.00 service fee for this service. The credit card must be in your name.

Order by phone: You can also make a phone request by calling (785) 296-3253 weekdays, excluding holidays, between 8:00 a.m. and 4:00 p.m. Central Time. There is a \$10.00 fee in addition to the \$12.00.

- There are limited operators and a limited number of callers who can be on hold for the next available operator. If you are not connected with an operator, please do not hold longer than five minutes. Hang up and dial again. If all lines are busy, you may receive a message instructing you to call back later.
- Be prepared to provide the operator the following information:
 - A valid Visa, MasterCard, American Express, or Discover credit card number
 - Expiration date of your credit card
 - Your social security number or driver's license number
 - Type of vital record being requested

- State whether you want a paper copy or *wallet-size card (see info below on cards) and number of copies or cards requested
- Your relationship to the person named on the record
- Reason you are requesting the record (we ask this so that we can provide appropriate service for your needs)
- Full name as listed on the record
- Date of birth
- Place of birth (city and county) **Must be Kansas**
- Mother's maiden name (name prior to first marriage)
- Father's name
- Your daytime phone number
- Your mailing address
- Indicate if you want the request mailed by U.S. Mail or by UPS delivery. For UPS delivery, you must provide an address deliverable by UPS where someone is able to sign for the delivery. UPS cannot deliver to P.O. Box, APO, or FPO addresses. The UPS charge is applied to your credit card.

What to do if you don't have the right kind of ID: your family member can request the records using his or her ID.

How long it will take to receive a copy: 5-10 business days; 3 Business days for internet and phone requests.

Place of Birth: Kentucky

Web: <http://chfs.ky.gov/dph/vital/birthcert.htm>

Phone: (502) 564-4212

Hours: Monday—Friday, 8:00 a.m. - 4:30 p.m. Eastern Time

Cost: \$10.00

ID needed: none

Who can get a copy: Anyone

What to do:

- Fill out the form “COMMONWEALTH OF KENTUCKY, REGISTRAR OF VITAL STATISTICS, APPLICATION FOR A CERTIFIED COPY OF BIRTH CERTIFICATE”
- Mail the form and a check or money order for \$10.00 made out to “Kentucky State Treasurer” to:

Office of Vital Statistics
275 E. Main Street 1E-A
Frankfort, KY 40621

Order online: If you have access to a credit card, you can request a copy of your birth certificate online. Go to <https://secure.kentucky.gov/vitalrecords>. The cost is \$19.00.

Order by phone: If you have access to a credit card (Visa, MasterCard, American Express, or Discover), you can also request a copy of your birth certificate by phone. Call (888) 782-8759, and select option 2. The cost is \$19.00.

How long it will take to receive a copy: If you request a copy by mail, 30 business days. If you request a copy on the Web or by phone, 3-5 business days.

Place of Birth: Louisiana

Web: <http://www.dhh.louisiana.gov/offices/page.asp?id=252&detail=7752>

Phone: (504) 219-4500

Hours: 8:15 a.m. - 3:00 p.m. Central Time.

Cost: \$15.50

ID needed: Either one form of primary ID, or two forms of secondary ID.

Primary ID (one form needed) includes:

- Current state issued driver's license that displays a photograph which clearly identifies the applicant.
- Current state issued picture identification that displays a photograph which clearly identifies the applicant.
- Current U.S. military identification card that displays a photograph which clearly identifies the applicant.
- Current U.S. issued or Foreign issued Passport
- U.S. Certificate of Naturalization (Form N-550, N-570 or N-578)
- U.S. Certificate of Citizenship (Form N-560 or N-578)
- Students (high school or younger) - a current school yearbook or a current school identification document with a photograph which clearly identifies the applicant.

Secondary ID (two forms needed) includes:

- Current student picture identification card from a college or university when accompanied by a 100% fee paid receipt for the current semester. (COUNTS AS TWO DOCUMENTS)
- A W-2 form issued within the last two years plus an original signed Social Security Card. The Social Security numbers must match. (COUNTS AS TWO DOCUMENTS)
- Original adoption papers
- Official certified deeds or title to property
- Certificate of vehicle title
- Insurance policy must show name of the applicant (Health, Home, Life, and Auto).
- Payroll stub (cannot be handwritten) showing the name and social security number of the applicant.
- Current U.S. military dependent identification card that displays a photograph which clearly identifies the applicant.
- Original DD-214 Military Discharge document which clearly identifies the applicant.

- Voter's Registration application (certified true copy)

Who can get a copy: You, your parents, your children (if 18 or older), your siblings, your grandparents, your grandchildren (if 18 or older), your legal representative

What to do:

- Fill out the form "APPLICATION FOR CERTIFIED COPY OF BIRTH/DEATH CERTIFICATE." Be sure to check the second box, "Long-Form Birth Certificate."
- Make a photocopy of one form of primary ID, or two forms of secondary ID
- Mail the form, the photocopy, and a check or money order for \$15.50 made out to "Louisiana Vital Records Registry" to:

Louisiana Vital Records Registry
P.O. Box 60630
New Orleans, LA 70160

Order online: If you have a credit card in your own name, you can request a copy of your birth certificate online. Go to <http://www.vitalchek.com/louisiana-express-vital-records.aspx>. The cost is \$28.45.

What to do if you don't have the right kind of ID: If a family member has a photo ID, he/she can request a copy of your birth certificate as described above. Your parents only need to include their photo ID, but any other family member needs to prove their relationship to you. For example, your siblings would need to include their own birth certificates, to show that you and they have the same parents. If no family member can help, gather up all of the documents you have with your name, address, or photograph, like:

- your DOC discharge papers (your "face sheet")
- a utility bill (gas, electric, water)
- a cell phone bill
- any mail addressed to you
- a letter from your parole officer or probation officer
- a pay stub or a letter from your employer
- your Social Security card, health insurance card, or DSS card
- a lease or rental agreement
- a letter from a shelter where you're staying

Then call the Louisiana Vital Records Registry at (504) 219-4500 to ask what they will accept.

How long it will take to receive a copy: If you request a copy by mail, 4-6 weeks. If you request a copy on the Web, it will be faster.

Place of Birth: Maine

Web: <http://www.maine.gov/dhhs/bohodr/birth1.htm>

Phone: (207) 287-3181

Hours: Monday to Friday, 8:00 a.m. - 5:00 p.m. Eastern Time

Cost: \$15.00

ID needed: none

Who can get a copy: Anyone

What to do:

- Fill out the form “MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF VITAL RECORDS, APPLICATION FOR A SEARCH AND CERTIFIED COPY OF A VITAL RECORD.” Be sure to write that you want a certified copy.
- Prepare a long self-addressed stamped envelope
- Mail the form, the self-addressed stamped envelope, and a check or money order for \$15.00 made out to “Treasurer — State of Maine” to:

Maine Vital Records
11 State House Station
244 Water Street
Augusta, ME 04333-0011

Order online: If you have access to a credit card, you can order online. Go to <http://www.vitalchek.com>. The cost is \$27.95.

How long it will take to receive a copy: By mail, 7-10 business days. On the web, 2-3 business days.

Place of Birth: Maryland

Web: <http://vsa.maryland.gov/html/birth.cfm>

Phone: (410) 764-3038

Hours: Monday to Friday, 8:00 a.m. - 4:00 p.m. Eastern Time

Cost: \$12.00, unless you are a former member of the Armed Forces, in which case there is no cost.

ID needed: A valid, current, government-issued photo ID, which must have a date issued and an expiration date. If you do not have photo ID, you can submit two pieces of alternative documentation of different types, for example, one pay stub and one phone bill, not two pay stubs. At least one of these documents must contain your current mailing address. Acceptable documents include:

- Pay stub
- Current car registration
- Bank statement
- Letter from a government agency requesting a vital record
- Lease/rental agreement
- Utility bill with current address
- Copy of income tax return/W-2 form

Who can get a copy: You, your parents, or your legal representative

What to do:

- Fill out the form “APPLICATION FOR A CERTIFIED COPY OF A MARYLAND BIRTH RECORD”
- Make a photocopy of your ID
- Prepare a self-addressed, stamped envelope
- Mail the form, the photocopy of your ID, the self-addressed, stamped envelope and a check or money order for \$12.00 made out to “Maryland Division of Vital Records” to:

Division of Vital Records
P.O. Box 68760
Baltimore, MD 21215-0036

Order online: If you have a credit card in your own name, you can request a copy of your birth certificate online. Go to <http://www.vitalchek.com/maryland-express-vital-records.aspx>. The cost is \$18.75.

What to do if you don’t have the right kind of ID: You can authorize any person with a photo ID to request your birth certificate for you. You must:

- Write a letter that says you allow that person to request and receive a copy of your birth certificate, then have that letter notarized. (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”)
- Have that person request a copy of your birth certificate, as described above. That person must mail a photocopy of their own photo ID, the form “APPLICATION FOR A CERTIFIED COPY OF A MARYLAND BIRTH RECORD,” a self-addressed, stamped envelope, and a check or money order for \$12.00.

How long it will take to receive a copy: It varies.

Place of Birth: Massachusetts

Web: <http://www.state.ma.us/dph/bhsre/rvr/rvr.htm>

Phone: (617) 740-2600

Hours: Monday to Friday, 8:45 a.m. - 4:45 p.m. Eastern Time

Cost: \$28.00 for regular service (20-30 business days), \$37.00 for expedited service (7-10 business days)

ID needed:

- None, if your parents were married when you were born.
- If your parents were not married when you were born, a valid, current government-issued photo ID.
 - If you do not have a photo ID, you can use two of the following:

- Social Security card
- Medical card
- School ID
- Pay stub
- A bill with your name

→ **The staff at the Massachusetts Registry of Vital Records says that your DOC discharge papers will be accepted. Call ahead to double-check.**

Who can get a copy: Anyone, if your parents were married when you were born. If your parents were not married when you were born, only you and your parents.

What to do if your parents WERE married when you were born:

- Fill out the form “MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH, APPLICATION FOR VITAL RECORD.” You only need to fill out the top box, “Birth Record,” and the bottom box, with your address.
- Prepare a self-addressed, stamped envelope
- Mail the form, the self-addressed stamped envelope, and a check or money order for \$28.00 (regular service) or \$37.00 (expedited service) made out to “Commonwealth of Massachusetts” to:

Registry of Vital Records and Statistics
150 Mt. Vernon Street, 1st Floor
Dorchester, MA 02125-3105

Order online: If you have access to a credit card, you can request a copy of your birth certificate on the Web. Go to <http://www.vitalchek.com>. The cost is \$42.50.

What to do if your parents WERE NOT married when you were born:

- Fill out the form “MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH, APPLICATION FOR VITAL RECORD.” You only need to fill out the top box, “Birth Record,” and the bottom box, with your address. Be sure to write “self” on the line “Relationship of Requestor to person(s) named on record.”
- Prepare a self-addressed, stamped envelope
- Photocopy your DOC discharge papers and any other ID you have
- Mail the form, the self-addressed, stamped envelope, the photocopies of your ID and a check or money order for \$28.00 (regular service) or \$37.00 (expedited service) to the address above.

What to do if you don’t have the right kind of ID: If you have no ID at all and your parents were not married when you were born, the simplest way to get a copy of your birth certificate is to have a parent who has a photo ID request a copy for you. Your parent must fill out the form “MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH, APPLICATION FOR VITAL RECORD,” photocopy their photo ID, prepare a self-addressed, stamped envelope and mail all of that, plus a check or money order for \$28.00 (regular service) or \$37.00 (expedited service) to the above address.

How long it will take to receive a copy: 20-30 business days for regular service, 7-10 business days for expedited service. If you requested a copy on the Web, it will take 7-10 business days.

Place of Birth: Michigan

Web: <http://www.michigan.gov/mdch/0,1607,7-132-4645---,00.html>

Phone: (517) 335-8666

Hours: 8:00 am - 5:00 pm Mon-Fri Eastern Time

Cost: \$26.00; \$10.00 extra for expedited service

ID needed: At least one of the following photo ID's:

- Michigan driver's license unexpired or expired for not more than one year
- State of Michigan identification card unexpired or expired for not more than one year
- Driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
- Unexpired U.S. or foreign passport
- U.S. military identification, military dependent identification or veteran's identification

If you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:

- Employment identification with photo, accompanied with a pay stub or W-2 form
- School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, **inmate probation or discharge documents**, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- **Department of Corrections identification card**, accompanied by probation or discharge papers
- If you are an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

Who can get a copy: you, your parents.

What to do:

- Fill out the form "APPLICATION FOR CERTIFIED COPY MICHIGAN BIRTH CERTIFICATE"
- Photocopy your DOC discharge papers and any other ID you have
- You can also expedite your request for an additional \$10.00.
- Mail the form, the photocopies of your ID, and a check or money order for \$26.00 made out to "State of Michigan" to:

Vital Records Requests
PO Box 30721

Lansing MI 48909

- **Expedited requests** should be sent to:

Vital Records RUSH
PO Box 30721
Lansing MI 48909

Order online: If you have a credit card, you can also order a copy online through VitalChek's web site for an additional \$10.00 fee. Go to <http://www.vitalchek.com/michigan-express-vital-records.asp>. If you experience problems with the online ordering, please call VitalChek at 1-800-669-8312 for assistance. That number will be answered from 7:00 am - 7:00 pm.

What to do if you don't have the right kind of ID: If you are unable to provide any of the necessary forms of identification, please the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.

How long it will take to receive a copy: 4-6 weeks; rush processing is 3-4 weeks.

Place of Birth: Minnesota

Web: <http://www.health.state.mn.us/divs/chs/osr/index.html>

Phone: (651) 201-5970

Cost: \$16.00

ID needed:

- Valid drivers license
- State issued ID

Who can get a copy: If your parents were married when you were born, anyone. If your parents were unmarried, the birth record is considered confidential and is available only to:

- the subject of the birth record if the individual has reached the age of 16;
- the mother named on the birth record;
- the father named on the birth record;
- a legal guardian presenting a certified copy of guardianship papers;
- an individual presenting a certified copy of a court order releasing the record to him/her;
- the Commissioner of Human Services or authorized representative; or
- an individual with a written and notarized authorization from any of the persons above.

A **notarized** application is required to obtain a confidential birth certificate.

What to do:

- Fill out the form "MINNESOTA BIRTH RECORD APPLICATION – CERTIFICATE OF BIRTH"

- Have your application notarized (To find out how to get a document notarized, see the section, “Getting a Document Notarized.”)
- Photocopy your DOC discharge papers and any other ID you have
- Mail the form, the photocopies of your ID, and a check or money order for \$16.00 made out to “Minnesota Department of Health” to:

Minnesota Department of Health
 Attention: Office of the State Registrar/ Birth Certificates
 P.O. Box 64499
 St. Paul, Minnesota 55164-0499

Order by fax: If you have a credit card, you may fax the completed form, birth certificate fee worksheet, credit card (Master Card, VISA, American Express and Discover Card) number and expiration date to (651) 291-0101.

How long it will take to receive a copy: 4-6 weeks

Place of Birth: Mississippi

Web: http://www.msdh.state.ms.us/msdhsite/_static/31,1951,109.html

Phone: (601) 576-7981

Hours: Monday to Friday, 8:00 a.m. - 5:00 p.m. Central Time

Cost: \$15.00

ID needed: A current, valid photo ID, including:

- Driver’s license
- Non-driver ID
- Work ID
- School or college ID
- Military ID
- Tribal ID
- Alien Registration/Permanent Resident Card/Temporary Resident Card
- U.S. Passport

→ **The staff at the Mississippi Vital Records office says that DOC discharge papers will be enough. Call ahead to double-check.**

Who can get a copy: You, your spouse, your parents, your grandparents, your siblings, your children, your grandchildren, your legal representative

What to do:

- Fill out the form “APPLICATION FOR CERTIFIED MISSISSIPPI BIRTH CERTIFICATE”
- Photocopy your DOC discharge papers and any other ID you have

- Mail the form, the photocopies of your ID, and a check or money order for \$15.00 made out to “Mississippi Vital Records” to:

Mississippi Vital Records
P.O. Box 1700
Jackson, MS 39215-1700

- If you have a credit card in your own name, you can get a copy of your birth certificate on the Web. Go to <http://www.vitalchek.com/mississippi-express-vital-records.aspx>. The cost is \$22.50.

What to do if you don’t have the right kind of ID: If you don’t have any ID at all, the easiest way to get a copy of your birth certificate is to have a family member who has photo ID request a copy for you, as described above. Your family member must fill out the form “APPLICATION FOR CERTIFIED MISSISSIPPI BIRTH CERTIFICATE,” make a photocopy of their photo ID, and mail the form, the photocopy and a check or money order for \$15.00 to the above address.

How long it will take to receive a copy: 3 weeks

Place of Birth: Missouri

Web: <http://www.dhss.mo.gov/BirthAndDeathRecords/applications.html>

Phone: (573) 751-6387

Hours: Monday to Friday, 9:00 a.m. - 4:00 p.m. Central Time

Cost: \$15.00

ID needed: none

Who can get a copy: you, your parents, your spouse, your legal representative

What to do:

- Fill out the form “APPLICATION FOR COPY OF BIRTH OR DEATH CERTIFICATION”
- Mail the form, a legal size (8.5” x 14”) self-addressed, stamped envelope, and a check or money order for \$15 made out to “Missouri Department of Health and Senior Services” to:

Missouri Department of Health and Senior Services
Bureau of Vital Records
P.O. Box 570
Jefferson City, MO 65102-0570

Order online: If you have access to a credit card, you can get a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$24.95

Order by phone: If you have access to a credit card, you can also get a copy of your birth certificate by phone. Call (877) 817-7363. The cost is \$24.95.

How long it will take to receive a copy: If you request a copy by mail, 2-4 weeks. If you request a copy on the Web or by phone, it will be faster.

Place of Birth: Montana

Web: <http://vhsp.dphhs.mt.gov/certificates/ordercertificates.shtml#fax>

Phone: (406) 444-2685

Hours: Monday to Friday, 8 a.m. - 4:45 p.m. Mountain Time

Cost: \$12.00

ID needed: Either ONE of the following:

- Driver's License
- State ID Card
- Passport
- Military ID Card
- Tribal ID

Or TWO Forms of ID from the following list (Note: one of these MUST have a signature):

- Social Security Card
- Work ID Card
- Car registration/Insurance
- Doctor/Medical record
- Fishing License
- US Military DD214
- Utility Bill with a current address
- Voter Registration Card
- Credit/Debit/ATM Card
- School ID Card
- Library Card
- Insurance Record
- Pay Stub
- Traffic/ Pawn ticket
- Court record
- Year Book

→ The staff at the records office say that a Prison ID and discharge papers will be ok. Call to double check.

Who can get a copy: the registrant's spouse, children (with proof of relationship), parents, or guardian, or an authorized representative

What to do:

- Fill out the application form
- Mail the form and a check or money order for \$12.00 made out to “Montana Vital Records” to:

Office of Vital Statistics
Department of Public Health and Human Services
111 N Sanders Rm 209
PO BOX 4210
Helena MT 59604

Order online: If you have access to a credit card, you can get a copy of your birth certificate online. Go to <http://www.vitalchek.com>.

Order by fax: You can also fax your application in to the office: (866) 696-1912. Orders are placed through VitalChek, so you will also need a credit card to order by fax.

What to do if you don’t have the right kind of ID: If your parents have ID they can request the birth certificate.

How long it will take to receive a copy: 2 weeks

Place of Birth: Nebraska

Web: <http://www.hhs.state.ne.us/VitalRecords/>

Phone: (402) 471-2871

Hours: Monday through Friday, 8 a.m. - 5 p.m. Central Time

Cost: \$12.00

ID needed: Either current government-issued identification, such as a current driver's license, or, if you don’t have this, send in copies of TWO forms of the following, or any other forms of ID you can find, and the office will review your application:

- Social Security card
- Lease/rental agreement
- Insurance applications
- Utility bills that are less than 3 months old
- Paycheck stubs that are less than 3 months old
- Last year’s income tax
- **DOC discharge papers and Prison ID**

Who can get a copy: you, parents, spouse, your adult children

What to do:

- Fill out the form “**APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE**”
- Make photocopies of your photo ID, or your two pieces of other IDENTITY
- Prepare a business size self-addressed, stamped envelope
- Mail the forms, your photocopies, self-addressed, stamped envelope, and a check or money order for \$12.00 made out to “Vital Records” to:

Vital Records
PO Box 95065
Lincoln, NE 68509-5065

Order online: You can also fill out an application online on the Vital Records Office website: <https://www.nebraska.gov/hhs/birthcert/birthapp.php>. If you order online, you must either:

- **Fax** a copy of your ID to (402) 471-8230
- **Or scan and email** a copy of your ID to vitalrecords@dhhs.ne.gov

What to do if you don’t have the right kind of ID: you can have a family member make the request for you.

How long it will take to receive a copy: 10-15 business days

Place of Birth: Nevada

Web: <http://health.nv.gov/VS.htm>

Phone: (775) 684-4242

Hours: 8 a.m. - 5 p.m. Pacific Time

Cost: \$13.00

ID needed: current government-issued identification, such as a current driver’s license

→ **They will also take Prison ID and DOC discharge papers**

Who can get a copy: you, your parents, immediate family members, a legal representative

What to do:

- Fill out the form “**BIRTH CERTIFICATE APPLICATION**”
- Make photocopies of your photo ID, or your Prison ID, DOC discharge papers or any other forms of ID you have
- Mail the forms, your photocopies, and a check or money order for \$13.00 made out to “Treasurer—State of New Hampshire” to:

Office of Vital Records
4150 Technology Way, Suite 104
Carson City, Nevada 89706

Order online: If you have a credit card, you can order a copy of your birth certificate on the Web. Go to <http://www.vitalchek.com>.

Order a rush copy by phone: If you need to rush your copy, call (877) 456-5410. It will cost an additional \$10.95 for this expedited service

What to do if you don't have the right kind of ID: you can have your family member make the request for you.

How long it will take to receive a copy: 2 weeks by mail; 1 week for expedited service

Place of Birth: New Hampshire

Web: <http://www.sos.nh.gov/vitalrecords/ELIGIBILITY.html>

Phone: (603) 271-4650

Hours: Monday to Friday, 8:30 a.m. - 3:30 p.m. Eastern Time

Cost: \$12.00

ID needed: A valid, current government-issued photo ID, or two pieces of other ID from the following list:

- Utility bills
- Bank statements
- Car registration
- Copy of income tax return
- Personal check with address
- Previously issued vital record/marriage license
- Letter from government agency requesting a vital record
- **DOC identification card**
- Social Security Card
- Military discharge papers (DD-214)
- Hospital birth worksheet
- Lease/rental agreement
- Pay stub or W-2
- Voter Registration Card
- Disability award from SSA

Who can get a copy: you, an immediate family member

What to do:

- Fill out the form "APPLICATION FOR A VITAL RECORDS CERTIFICATE, NEW HAMPSHIRE DEPARTMENT OF STATE"
- Fill out the form "STATE OF NEW HAMPSHIRE, DOCUMENTARY EVIDENCE REQUIRED"

- Make photocopies of your photo ID, or your two pieces of other ID
- Mail the forms, your photocopies, and a check or money order for \$12.00 made out to “Treasurer—State of New Hampshire” to:

New Hampshire Department of State
 Division of Vital Records Administration
 71 South Fruit Street
 Concord, NH 03301-2410

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$20.50.

What to do if you don’t have the right kind of ID: If you don’t have any ID at all, the easiest way to get a copy of your birth certificate is to have an immediate family member who has photo ID request a copy for you, as described above. Your family member must fill out the form “APPLICATION FOR A VITAL RECORDS CERTIFICATE, NEW HAMPSHIRE DEPARTMENT OF STATE,” make a photocopy of their photo ID, and mail the form, the photocopy and a check or money order for \$12.00 to the above address.

How long it will take to receive a copy: 30 business days

Place of Birth: New Jersey

Web: <http://www.state.nj.us/health/vital/nongen.shtml>

Phone: (866) 649-8726

Hours: Monday to Friday, 8:30 a.m. - 4:00 p.m. Eastern Time

Cost: \$25.00

ID needed: New Jersey will accept a current, valid driver’s license or non-driver ID that includes a photo, or two pieces of ID from the following (one of which must have a current address):

- Voter registration
- Bank statement (within previous 90 days)
- Utility bill (within the previous 90 days)
- Vehicle registration
- Vehicle insurance card
- U.S. or foreign passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal/State/County ID
- School ID
- Tax Return or W-2 for current/previous tax year

→ **If you are homeless, you can provide ID from a social worker or homeless shelter coordinator and nothing else.**

→ If you have been in DOC custody, you can provide legal imprisonment, conviction papers or release documents that include your name, Social Security number and all possible aliases used in the past or identification from a prison/probation official.

Who can get a copy: You, your parents, your spouse, your civil union partner, your siblings (if 18 or older), your children (if 18 or older), your grandchildren (if 18 or older), your legal guardian.

What to do:

- Fill out the form “NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES, VITAL STATISTICS AND REGISTRATION, APPLICATION FOR A CERTIFICATION OR A CERTIFIED COPY OF A VITAL RECORD”
- Make photocopies of your ID
- Mail the form, the photocopies of your ID, and a check or money order for \$25.00 made out to “New Jersey State Treasurer” to:

New Jersey Department of Health and Senior Services
Vital Statistics and Registration
P.O. Box 370
Trenton, NJ 08625-0370

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$35.95.

What to do if you don’t have the right kind of ID:

- If you have a parent, who has a government-issued photo ID, he/she can request a copy of your birth certificate as described above: fill out the form, photocopy their ID, mail both along with a check or money order to the address above.
- Other family members can also request a copy of your birth certificate, but they must be able to prove their relationship to you by providing their own birth certificates. Your spouse can request a copy of your birth certificate by providing a copy of your marriage license.
- If you have a friend who has a photo ID, you can authorize your friend to request and receive a copy of your birth certificate. Your friend must complete the form “NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES, VITAL STATISTICS AND REGISTRATION, APPLICATION FOR A CERTIFICATION OR A CERTIFIED COPY OF A VITAL RECORD,” photocopy their own photo ID, get a notarized letter from you allowing them to request your birth certificate, and mail all of this plus a check or money order to the address above.

How long it will take to receive a copy: If you requested a copy by mail, 1-2 weeks. If you requested a copy on the Web, 2-5 business days.

Place of Birth: New Mexico

Web: <http://dohewbs2.health.state.nm.us/birth.shtml#mail>

Phone: (505) 827-0121. Toll Free (866) 534-0051

Hours: Monday through Friday from 8:30 a.m. until 4:00 p.m. Mountain Time

Cost: \$10.00

ID needed: government issued photo ID such as a driver's license. If you don't have this, you will need THREE forms of ID, such as:

- DOC discharge papers
- Prison ID
- Social security card
- Utility bill
- Rental agreement/lease

Who can get a copy: you, mother, father, sibling, child, current spouse, or maternal or paternal grandparent. *Paternal grandparent is eligible if father is listed on the vital record*, or someone who has a legal interest in the requested record.

What to do:

- Fill out the form "BIRTH SEARCH APPLICATION"
- Photocopy your ID
- Mail the form, the photocopy, and a check or money order for \$10.00 made out to "New Mexico Vital Records" to:

New Mexico Vital Records
Post Office Box 26110
Santa Fe, NM 87502

Order online: If you have a credit card in your own name, you can order your birth certificate online. Go to <https://www.vitalchek.com>. An additional \$15.00 will be charged.

What to do if you don't have the right kind of ID: you can have a family member request a copy for you.

How long it will take to receive a copy: 4 weeks; 5-7 business days for internet requests

Place of Birth: New York City

Web: <http://www.nyc.gov/html/doh/html/vr/vrbappl.shtml>

Phone: (212) 788-4520

Hours: 9:00 a.m. - 4:30 p.m. Eastern Time

Cost: \$15.00

ID needed: A signed, valid photo ID, like a driver's license, work ID, non-driver ID, Social Services ID, or a passport. If you do not have photo ID, you can use two pieces of documentation

showing your name and address, like a utility bill, a phone bill, or a letter from a government agency.

Who can get a copy: You, your parents, your legal representative

What to do:

- Fill out the form “THE CITY OF NEW YORK, DEPARTMENT OF HEALTH AND MENTAL HYGIENE, APPLICATION FOR A BIRTH RECORD”
- Photocopy your ID
- Prepare a self-addressed, stamped envelope
- Mail the form, the photocopy, the self-addressed, stamped envelope and a check or money order for \$15.00 made out to “NYC Department of Health and Mental Hygiene” to:

The City of New York
Department of Health and Mental Hygiene
Office of Vital Records
125 Worth Street, CN 4, Room 133
New York, NY 10013-4090

Order online: If you have a credit card in your own name, you can order your birth certificate online. Go to <https://www.vitalchek.com/new-york-city-express-birth-certificates.aspx>. The cost is \$20.55.

Order by phone: If you have a credit card in your own name, you can also order your birth certificate by phone. Call (212) 788-4520. The cost is \$20.55.

What to do if you don't have the right kind of ID:

- If either or your parents has a photo ID, he/she can request a copy of your birth certificate by mail, as described above. Your parent must mail in a completed form “THE CITY OF NEW YORK, DEPARTMENT OF HEALTH AND MENTAL HYGIENE, APPLICATION FOR A BIRTH RECORD,” a photocopy of their photo ID, a self-addressed, stamped envelope, and a check or money order for \$15.00 to the address above.
- If you are able to go in person to the Office of Vital Records in Manhattan, you will be able to get a copy of your birth certificate with your DOC discharge papers. The office is located at 125 Worth Street, Room 133, and is open Monday to Friday from 9:00 a.m.—4:30 p.m. The lines are shortest from 9:00 a.m.—10:00 a.m. and from 3:00 p.m.—4:00 p.m.
- If you are not able to go in person, you must get:
 - 1) a letter from an official agency, like your parole or probation officer, or a letter from a social services office, on office letterhead, giving your name and explaining that you do not have photo ID.
 - 2) a utility bill with your name and address, a telephone bill with your name and address, a letter from a government agency, for example, a Social Security letter. Instead of a utility bill, you can get a notarized letter from your landlord that shows your name and address, AND a utility bill or telephone bill showing the landlord's name and address.

How long it will take to receive a copy: If you go in person, you should be able to get your birth certificate the same day. If you order a copy by mail, Web, or phone, it varies.

Place of Birth: New York, but not New York City

Web: http://www.health.state.ny.us/vital_records/birth.htm

Phone: (518) 474-3075

Hours: Monday to Friday, 9:00 a.m. - 4:00 p.m. Eastern Time

Cost: \$30 for regular service (6-8 weeks), or \$45 for priority service (2-3 weeks)

ID needed: A signed, valid photo ID, like a driver's license, work ID, non-driver ID, Social Services ID, or a passport. If you do not have photo ID, you can use two pieces of documentation showing your name and address, like a utility bill, a phone bill, or a letter from a government agency.

Who can get a copy: You, your parents

What to do:

- Fill out the form "NEW YORK STATE DEPARTMENT OF HEALTH, MAIL-IN APPLICATION FOR COPY OF BIRTH CERTIFICATE"
- Make a photocopy of your photo ID, or your two pieces of documentation (utility bill, phone bill, letter from a government agency)
- Mail the form, the photocopy and a check or money order for \$30 made out to "New York State Department of Health" to:

New York State Department of Health
Vital Records Section
Certification Unit
P.O. Box 2602
Albany, NY 12220-2602

- If you are using priority service, you must mail a check or money order for \$45.00 made out to "New York State Department of Health" to:

New York State Department of Health
Vital Records Section
Certification Unit
800 North Pearl Street
Menands, NY 12204

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com/new-york-express-vital-records.aspx>. The cost is \$52.50.

Order by phone: If you have a credit card in your own name, you can also order a copy of your birth certificate on the phone. Call (877) 854-4481. The cost is \$52.50.

What to do if you don't have the right kind of ID: If either or your parents has a photo ID, he/she can request a copy of your birth certificate as described above. Your parent should fill out the form "NEW YORK STATE DEPARTMENT OF HEALTH, MAIL-IN APPLICATION FOR COPY OF BIRTH CERTIFICATE," make a photocopy of their photo ID, write a check or money order for \$30.00 (regular service) or \$45.00 (priority service) and mail it all to the correct address above.

How long it will take to receive a copy: For regular service by mail, 6-8 weeks. For priority service by mail, 2-3 weeks. For Web or phone, 1 week.

Place of Birth: North Carolina

Web: <http://vitalrecords.dhhs.state.nc.us/vr/requests/>

Phone: (919) 733-3000

Hours: Monday-Friday; 8 a.m. - 4 p.m. Eastern Time

Cost: \$15.00

ID needed: none

Who can get a copy: You, your parents, your spouse, your siblings (if 18 or older), your children (if 18 or older), your grandparents, your legal guardian, or your legal representative

What to do:

- Fill out the form "NORTH CAROLINA APPLICATION FOR A COPY OF BIRTH CERTIFICATE"
- Mail the completed form and a certified check or money order for \$15 made out to "North Carolina Vital Records" to:

North Carolina Vital Records
1903 Mail Service Center
Raleigh, NC 27699-1903

Order online: If you have a credit card, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$39.95

How long it will take to receive a copy: 2-4 weeks

Place of Birth: North Dakota

Web: <http://www.ndhealth.gov/vital/order.htm>

Phone: (701) 328-2360

Hours: Monday - Friday, 7:30am-5:00pm (except holidays)

Cost: \$7.00

ID needed: ONE of the following:

- State Government issued Photo ID or Driver's License
- Bureau of Indian Affairs issued tribal ID card
- US Government issued Military ID card
- US Government issue Passport or Visa

If you do not have one of the prior forms of identification, you must provide a legible photocopy of **TWO** of the following:

- Social Security Card
- Utility bill with current address (cannot be more than 3 months old)
- Bank statement with current address (cannot be more than 3 months old)
- Pay stub (must include your name, SSN and the name and address of your employer)
- Car registration or title with current address (for the current registration year)
- IRS Tax Return (from the prior year)

Who can get a copy: you, mother, father. OR, if you're not one of these individuals, you can request a copy if you submit a court order; submit legal documentation listing you as the authorized representative; you submit the notarized authorization form, granting you permission to request a copy

What to do:

- Fill out the form "REQUEST FOR CERTIFIED COPY OF BIRTH CERTIFICATE"
- Mail the completed form and a certified check or money order for \$15 made out to "Vital Records" to:

Vital Records
600 East Boulevard Ave. Dept. 301
Bismarck, ND 58505-0200

Order by fax: You can also fax the application, a photocopy of your ID, and your credit card number to: (701) 328-1850

Order online: If you have a credit card, you can order a copy of your birth certificate online at <https://secure.apps.state.nd.us/doh/certificates/firstPage.htm>.

- If you order online, you will be required to fax or e-mail the office a legible copy of one of the identification choices listed above.
- After you have submitted your order using the Internet application, you will be given a receipt number and instructions on how to fax or e-mail your identification.
- Please remember to include your receipt number on the fax or e-mail that includes your ID so that the office can match up your ID with your order.

What to do if you don't have the right kind of ID: you can have a family member request a copy. You can also call the office at (701) 328-2360 or by e-mail at vitalrec@nd.gov to request assistance.

How long it will take to receive a copy: 5-7 business days

Place of Birth: Ohio

Web: <http://www.odh.ohio.gov/vitalstatistics/vitalstats.aspx>

Phone: (614) 466-2531

Hours: Monday-Friday; 8 a.m.- 5 p.m. Eastern Time

Cost: \$16.50

ID needed: none

Who can get a copy: you

What to do:

- Fill out the form “OHIO REQUEST FOR BIRTH CERTIFICATE”
- Mail the form and a money order for \$16.50 made out to “The Treasurer, State of Ohio” to:

Ohio Department of Health
Vital Statistics
P.O. Box 15098
Columbus, Ohio 43215-0098

Order online: If you have a credit card, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$26.45.

How long it will take to receive a copy: 2-4 weeks.

Place of Birth: Oklahoma

Web: http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificates/index.html

Phone: (405) 271-4040

Hours: Monday to Friday, 8:30 a.m. – 4:00 p.m.

Cost: \$15.00

ID needed: Either ONE of the following:

- State Issued Driver’s license
- State Issued Photo Identification card
- US Passport
- Government issued Military ID
- US Bureau of Indian Affairs photo ID

- Tribal photo ID
- Oklahoma gun permit
- Pilot license
- A non US passport and I-94 card (VISA)
- Consular Matricula card + 1 form of secondary ID

Or TWO of the following:

- Pay stub
- W2
- Vehicle registration with name and current address
- Bank statement with name and current address
- SSA record earnings statement
- Copy of official police report related to the theft of ID
- Utility bill
- For any person under the age of 18, an affidavit signed by the parent or legal guardian
- Photo identification card issued by one of the following:
 - Oklahoma public, private, or parochial secondary school
 - Oklahoma institution of higher education
 - Oklahoma technology center school
- Oklahoma employer
- Oklahoma lifetime hunting or fishing license
- Oklahoma voter identification card
- Social Security card
- Health insurance card
- Motor vehicle registration or title
- Marriage certificate
- Separation or divorce judgment
- Professional degree, certificate, or license
- Deed or title to property in Oklahoma, including a burial plot deed
- Health, life, or home insurance policy issued to the applicant
- Automobile insurance policy or security verification form issued to the applicant
- A valid U.S.D.O.T. health card, as required by 49 C.F.R. Part 391
- An identification document issued by the United States Armed Services; one of the following:
 - Military discharge (DD-214), unless specified not to be used for identification
 - Military identification card
 - Military dependent identification card
- United States Bureau of Indian Affairs identification card or a Oklahoma tribal photo Identification card which identifies the person and includes all the following information:
 - color photograph of the person
 - full legal name of the person
 - birth date of the person
 - signature of the person
 - signature of person who verifies records
 - tribal seal
- Out-of-state driver license, if the issuing state participates in the REAL ID Act of 2005

Who can get a copy: you, your immediate next of kin, or an authorized agent, who must provide a statement indicating that they are working in the best interest of the individual whose birth certificate they are requesting.

What to do:

- Fill out the form “BIRTH CERTIFICATE REQUEST”
- Prepare a self-addressed, stamped envelope
- Mail the form and a money order for \$15.00 made out to “OSDH” to:

Division of Vital Records
PO Box 53551
Oklahoma City, OK 73152

Order online: If you have a credit card, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>.

What to do if you don’t have the right kind of ID: you can have a family member request a copy for you. You can also mail someone else’s photo ID along with your application along with your (non-photo) ID

How long it will take to receive a copy: 4 weeks

Place of Birth: Oregon

Web: <http://www.oregon.gov/DHS/ph/chs/order/faqs.shtml>

Phone: (971) 673-1190

Hours: Monday to Friday, 8:00 a.m. - 4:45 p.m. Pacific Time

Cost: \$15.00

ID needed: Government-issued photo ID, like a driver’s license

Who can get a copy: registrant, immediate family members, the registrant's legal domestic partner and legal representatives (includes legal guardians or persons with power of attorney), and persons licensed in Oregon under ORS 703.430.

What to do:

- Fill out the form “BIRTH RECORD ORDER FORM”
- Make a photocopy of your ID
- Mail the form, the photocopy, and a check or money order for \$15.00 made out to “DHS/Vital Records” to:

Oregon Vital Records
PO Box 14050
Portland, OR 97293-0050

Order online: You may order a birth, death, marriage or divorce record directly online via VitalChek's web page at www.vitalchek.com. The fee is \$32.50

Order by phone: You can also order by telephone at (971) 673-1190, Monday through Friday, 8:00 a.m. to 4:30 p.m., Pacific Time. The fee is \$32.50.

What to do if you don't have the right kind of ID: your family member can request one for you.

How long it will take to receive a copy: five weeks by mail. Phone and internet orders are sent out the following day

Place of Birth: Pennsylvania

Web: <http://www.dsf.health.state.pa.us/health/cwp/view.asp?a=168&Q=202219>

Phone: (724) 656-3100 or (877) 724-3258

Hours: Monday to Friday, 8:00 a.m. - 4:30 p.m.

Cost: \$10.00, but if you have served in the Armed Forces, there is no cost.

ID needed: A valid, current government-issued photo ID, like a driver's license or non-driver ID.

→ **If you do not have a photo ID, Pennsylvania suggests that you have a family member who has photo ID request a copy of your birth certificate for you.** Your parents, grandparents, spouse, siblings (if 18 or older), children (if 18 or older) and grandchildren (if 18 or older) can all request a copy.

→ **If no family member can request a copy for you, you can submit two other forms of ID showing your name and address, including:**

- Utility bills
- Bank statement
- Car registration
- Pay stubs
- Income tax return/W-2
- Lease/rental agreement

Who can get a copy: You, your parents, grandparents, spouse, siblings (if 18 or older), children (if 18 or older) and grandchildren (if 18 or older)

What to do:

→ **If you have photo ID, or a family member has photo ID, you must:**

- Fill out the form "APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD"
- Make a photocopy of your (or your family member's) photo ID, enlarging it to 150% size and making sure it can be read
- Prepare a self-addressed, stamped envelope

- Mail the form, the photocopy, the self-addressed, stamped envelope and a check or money order for \$10.00 made out to “Pennsylvania Vital Records” to:

Pennsylvania Division of Vital Records
 Attn: Birth Unit
 P.O. Box 1528
 New Castle, PA 16103

→ If you do not have photo ID, and no family member has photo ID, you must:

- Fill out the form “APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD”
- Fill out the form “STATEMENT FROM REQUESTORS NOT POSSESSING AN ACCEPTABLE GOVERNMENT ISSUED PHOTO-ID”
- Make photocopies of two of the forms of ID listed above
- Prepare a self-addressed, stamped envelope
- Mail both forms, both photocopies, the self-addressed stamped envelope and a check or money order for \$10.00 made out to “Pennsylvania Vital Records” to:

Pennsylvania Division of Vital Records
 Attn: Birth Unit
 P.O. Box 1528
 New Castle, PA 16103

How long it will take to receive a copy: It varies.

Place of Birth: Rhode Island

Web: <http://www.health.state.ri.us/chic/vital/index.php>

Phone: (800) 942-7434

Hours: Monday to Friday, 8:30 a.m.—4:30 p.m. Eastern Time

Cost: \$20.00 for regular service (4-6 weeks), \$27.00 for rush service (1 week)

ID needed: A valid, current government-issued photo ID, such as a driver’s license, passport, military ID, certificate of naturalization, or alien registration card.

If you do not have a photo ID, you can submit two pieces of documentation containing your name and current address, including:

- Utility Bills
- Bank Statements
- Car Registration
- Copy of Income Tax Return
- Pay Stub
- Lease/Rental Agreement
- Letter from Government Agency

Who can get a copy: You, an immediate family member.

What to do:

- Fill out the form “APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD”
- Make a photocopy of your ID
- Mail the form, the photocopy, and a check or money order for \$20.00 (regular service) or \$27.00 (rush service) made out to “General Treasurer—State of Rhode Island” to:

Rhode Island Department of Health
Division of Vital Records
3 Capitol Hill, Room 101
Providence, RI 02908-5097

What to do if you don’t have the right kind of ID: If one of your family members has a photo ID, he or she can request a copy of your birth certificate for you. The family member must fill out the form “APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD,” make a photocopy of their photo ID, and mail the form, the photocopy and a check or money order for \$20.00 (regular service) or \$27.00 (rush service) to the address above.

How long it will take to receive a copy: 4-6 weeks for regular service, 1 week for rush service.

Place of Birth: South Carolina

Web: <http://www.scdhec.gov/administration/vr/birth.htm>

Phone: (804) 662-6200

Hours: Monday to Friday, 8:30 a.m. - 4:00 p.m. Eastern Time

Cost: \$12.00 for standard service (2-4 weeks), \$17 for expedited service (3-5 business days)

ID needed: A valid, current ID, such as:

- Driver’s license, non-driver ID, or learner’s permit
- Current school or employer picture identification card
- Military card (unexpired – active duty or retired member)
- United States passport (unexpired)
- Foreign passport with Visa (I-94 or I-94W – unexpired)
- Re-entry permit (I-327 – unexpired)
- Refugee travel document (form I-571 – unexpired)
- United States citizen identification card (form I-197)
- Temporary resident card (form I-688 – unexpired)
- Permanent resident card (form I-551 – unexpired)
- Weapon or gun permit issued by federal, state or municipal government (unexpired)

Who can get a copy: You, your parents, your legal representative

What to do:

- Fill out the form “VITAL RECORDS BIRTH/DEATH APPLICATION.” Where it says “specify the number and type of certification(s) requested,” check off “birth long (\$12).”
- Make a photocopy of your government-issued photo ID.
- Mail the form, the photocopy, and a check or money order for \$12.00 (standard service) or \$17.00 (expedited service) made out to “SC DHEC” to:

SC DHEC—Vital Records
2600 Bull Street
Columbia, SC 29201

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$29.95.

Order by phone: If you have a credit card in your own name, you can also order a copy of your birth certificate by phone. Call (877) 284-1008. The cost is \$29.95.

What to do if you don’t have the right kind of ID: If one of your family members has a photo ID, he/she can request a copy of your birth certificate for you. The family member must fill out the form “VITAL RECORDS BIRTH/DEATH APPLICATION,” make a photocopy of their photo ID, and mail the form, the photocopy and a check or money order for \$12.00 (standard service) or \$17.00 (expedited service) to the address above.

How long it will take to receive a copy: 2-4 weeks for standard service, 3-5 business days for expedited service, 5-7 business days for Web or phone orders.

Place of Birth: South Dakota

Web: <http://doh.sd.gov/vitalrecords/order.aspx>

Phone: (605) 773-4961

Hours: Monday to Friday, 8:00 a.m. - 5:00 p.m. Central Time

Cost: \$15.00

ID needed: A valid, current government-issued photo ID with your signature, like a driver’s license, non-driver ID, passport, military/veteran’s ID, or tribal ID. If you don’t have a photo ID, you can submit two of the following:

- Social Security Card
- Utility bill with current address
- Bank statement with current address
- Pay stub (must include your name, social security number and the name and address of the business)
- Car registration with current address
- Car title with current address

Who can get a copy: You, your parents, your grandparents, your spouse, your children child (if 18 or older), grandchildren (if 18 or older), your siblings (if 18 or older), your legal representative

What to do:

- Fill out the form “SOUTH DAKOTA APPLICATION FOR A BIRTH RECORD”
- Make a photocopy of your government-issued ID or the alternate form of IDs listed above.
- Mail the form, the photocopies, and a check or money order for \$15.00 made out to “Vital Records” to:

Vita Records
207 E. Missouri Ave., Suite 1A
Pierre, SD 57501

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate on the Web at <http://www.vitalchek.com>. The cost for online orders is \$26.50.

Order by phone: You can also order a copy by phone using a credit card in your own name. To order by phone, call (605) 773-4961. The cost for phone orders is \$26.50.

What to do if you don’t have the right kind of ID: If one of your family members listed above has a photo ID, they can request a copy of your birth certificate. They must fill out the form “SOUTH DAKOTA APPLICATION FOR A BIRTH RECORD,” make a photocopy of their ID, and mail the form, the photocopy and a check or money order for \$15.00 to the address above.

How long it will take to receive a copy: If you mailed your request, 2 weeks. If you ordered on the Web or by phone, 5 days.

Place of Birth: Tennessee

Web: <http://health.state.tn.us/vr/>

Phone: (615) 741-1763 (when you hear the automated voice, press 2 for rotary phones and you will be connected to an operator)

Hours: Monday-Friday; 8:00 a.m. – 4:00 p.m. Central Time

Cost: \$15.00

ID needed: The Tennessee Vital Records Office says it will accept your DOC discharge papers without any other ID. Call ahead to confirm this.

Otherwise, you will need a valid, government-issued photo ID, such as:

- Current driver’s license, including the issue and expiration date.
- Current passport
- Military ID
- Alien, temporary or permanent resident card
- Employment authorization card

- U.S. Certificate of Naturalization
- Certification of Citizenship or Citizenship ID card

If you do not have a photo ID, you can submit TWO of the following:

- Voter registration card with current address
- Current pay stub or W2
- Military discharge
- Utility bill, bank statement or deposit slip with name and current address
- Health care coverage card
- Medical record
- Application page of an insurance policy
- Signed Social Security Card

Who can get a copy: You, your parents, your siblings (if older than 18), your spouse, your children (if 18 or older)

What to do:

- Fill out the form “TENNESSEE REQUEST FOR BIRTH CERTIFICATE”
- Make a photocopy of your DOC discharge papers or other forms of ID
- Mail the form, the photocopy, and a check or money order for \$15.00 made out to “Tennessee Vital Records” to:

Tennessee Vital Records
 Central Services Building
 1st Floor
 421 5th Avenue north
 Nashville, Tennessee, 37243

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate on the Web. Go to <http://www.vitalchek.com>. The cost is \$30.00.

What to do if you don’t have the right kind of ID: Your parents, siblings, spouse, or children can request a copy of your birth certificate if they have photo ID of their own. They should fill out the form “TENNESSEE REQUEST FOR BIRTH CERTIFICATE,” make a photocopy of their photo ID, and mail the form, photocopy, and check or money order for \$15.00 to the address above.

→ **If no family member can help, you can request a copy of your birth certificate without any ID by filling out the form “TENNESSEE REQUEST FOR BIRTH CERTIFICATE” and getting it notarized.** (To find out how to get a document notarized, see the introductory section of this guide on “Getting a Document Notarized.”) Mail the notarized form and a check or money order for \$15.00 to the address above.

How long it will take to receive a copy: If you mail your request, 2-3 weeks. If you order online, 3-5 days.

Place of Birth: Texas

Web: http://www.dshs.state.tx.us/Vs/reqproc/certified_copy.shtm

Phone: (512) 458-7366

Hours: Monday to Friday, 8:00 a.m.—5:00 pm Central Time

Cost: \$22.00

ID needed:

→ **The Texas Vital Records Office says it will accept your DOC discharge papers without any other ID. Call ahead to confirm this.**

Otherwise, you will need a valid, current government-issued photo ID, such as:

- Driver's license
- Non-driver photo ID
- State/city/county ID
- Military ID
- Government employment badge or card (with photo)

If you do not have DOC discharge papers or a photo ID, you must submit your Social Security card and one additional document that has your name and photo on it, such as:

- Bank card with picture
- Sam's Club card with picture
- Student ID with picture

Who can get a copy: You, your parents, your siblings (if 18 or older), your spouse, your children (if 18 or older)

What to do:

- Fill out the form "TEXAS MAIL APPLICATION FOR BIRTH OR DEATH RECORD"
- Make a photocopy of your DOC discharge papers or other ID listed above
- Mail the form, the photocopy, and a check or money order for \$22.00 made out to "Texas Department of State Health Services" to:

Texas Vital Records
Department of State Health Services
P.O. Box 12040
Austin, TX 78711-2040

Order by fax: If you have a credit card in your own name, you can order a copy of your birth certificate by fax. To order by fax, you must fill out the form "TEXAS EXPEDITED APPLICATION FOR BIRTH OR DEATH RECORD." Fax the application along with a copy of your DOC discharge papers or other ID to (866) 924-6317. The cost is \$35.00.

What to do if you don't have the right kind of ID: If one of your family members has a photo ID, they can request a copy of your birth certificate by filling out the form "TEXAS MAIL APPLICATION FOR BIRTH OR DEATH RECORD," making a photocopy of their photo ID, and mailing the form, the photocopy, and a check or money order for \$22.00 to the address above.

How long it will take to receive a copy: If you mailed your request, 6-8 weeks. If you order by fax, 10-15 business days.

Place of Birth: Utah

Web: <https://silver.health.utah.gov/birthinfo.html>

Phone: (801) 538-6105, (866) 632-2602

Hours: Monday - Thursday, 7:00 a.m. - 6:00 p.m. Mountain Time

Cost: \$18.00

ID needed: You will either need ONE of the following documents:

- Driver's license
- Photo identification card
- School ID
- Employment card
- Military identification card
- Tribal identification card
- Alien registration/Permanent resident card
- U.S. passport
- Foreign passport
- Naturalization papers
- U.S. Citizenship Identification Card
- Matricula Consular Card
- Weapon or gun permit

Or TWO of the following documents:

- Work identification/paycheck/W2
- Voter registration card
- Social Security Card
- US military separation/DD-214
- Motor registration/Title
- Probation Documents
- Marriage License
- Divorce license
- Social services card
- Hospital birth sheet
- Acknowledgment of paternity document
- Property tax receipt

- Pilot license
- Selective service card
- Hunting/fishing license
- Court order of adoption or name change
- **Prison ID/DOC discharge papers (not more than 3 months old).**

➔ **The office might be flexible about the date of your prison discharge papers, so call if your papers are more than 3 months old to make sure.**

Who can get a copy: you, immediate family member, spouse, or case worker can help

What to do:

- Fill out the form “APPLICATION FOR CERTIFIED COPY OF A *BIRTH* CERTIFICATE”
- Mail the form, and a check or money order for \$10.00 made out to “Vital Records” to:

Office of Vital Records and Statistics
P O Box 141012
Salt Lake City, Utah 84114-1012

Order by phone: If you have a credit card, you can order by phone. Call toll-free 866-632-2602 during regular business hours. You will be charged an additional \$15.50.

Order online: If you have a credit card, you can apply online through VitalChek at <http://www.vitalchek.com>.

What to do if you don’t have the right kind of ID: a family member can apply for a copy.

How long it will take to receive a copy: 2-3 weeks by mail, 7-10 business days online

Place of Birth: Vermont

Web: <http://vermont-archives.org/certifications/>

Phone: (802) 863-7200

Hours: Monday to Friday, 8:00 a.m. - 4:30 p.m. Eastern Time

Cost: \$10.00

ID needed: none

Who can get a copy: you

What to do:

- Fill out the form “CERTIFIED COPY OF A BIRTH OR DEATH CERTIFICATE”
- Mail the form, and a check or money order for \$10.00 made out to “Vermont Department of Health” to:

Vermont Department of Health
Vital Records
P.O. Box 70
Burlington, VT 05402-0070

Order online: If you have access to a credit card, you can order a copy on the Web. Go to <https://secure.vermont.gov/VSARA/vitalrecords>. The cost is \$10.

How long it will take to receive a copy: 5-10 business days

Place of Birth: Virginia

Web: http://www.vdh.state.va.us/vital_records/index.htm

Phone: (802) 828-3286

Hours: Monday to Friday, 8:00 a.m.—4:45 p.m. Eastern Time; Saturday, 8:00 a.m.—12:00 p.m. Eastern Time

Cost: \$12.00

ID needed: A valid, current government-issued photo ID, such as:

- Driver's license
- Non-driver photo ID
- Current U.S. passport or foreign passport with current visa
- Certificate of Naturalization, Certificate of Citizenship, Citizenship ID
- Temporary Resident Card, Resident Alien Card, Permanent Resident Card
- Military ID

If you do not have a government-issued photo ID, you can use two of the following:

- U.S. Selective Service Card
- U.S. military discharge papers
- Certified copy of school records or transcript
- Health care insurance card
- Life insurance policy
- Current welfare/social services ID card with photo
- Driver's license (from state other than Virginia) expired not more than 5 years.
- U.S. passport or foreign passport with visa expired not more than 5 years
- Current pilot's license
- Veterans' Universal Access ID

Who can get a copy: You, your parents, your spouse, your siblings (if 18 or older), your children (if 18 or older)

What to do:

- Fill out the form "VIRGINIA REQUEST FOR BIRTH CERTIFICATE"

- Make a photocopy of your government-issued photo ID or two of the other IDs listed above
- Mail the form, the photocopy, and a check or money order for \$12.00 made out to “The Virginia Health Department” to:

Virginia Department of Health
Office of Vital Records
P.O. Box 1000
Richmond, VA 23218-1000

Order online: If you have a credit card in your own name, you can order a copy of your birth certificate online. Go to <http://www.virginiabirthcertificate.com>. The cost is \$42.95.

What to do if you don’t have the right kind of ID: If one of your family members has photo ID, they can request a copy of your birth certificate for you. They must fill out the form “VIRGINIA REQUEST FOR BIRTH CERTIFICATE,” make a photocopy of their ID, and mail both, along with a check or money order for \$12.00, to the address above.

How long it will take to receive a copy: If you requested a copy by mail, 1-2 weeks. If you requested a copy on the Web, 2-5 business days.

Place of Birth: Washington

Web: <http://www.doh.wa.gov/EHSPHL/CHS/cert.htm>

Phone: (360) 236-4300

Hours: Monday to Friday, 8:00 a.m. -- 4:30 p.m. Pacific Time

Cost: \$20.00

ID needed: none

Who can get a copy: anyone, as long as you have the following information

- Name on record
- Date of birth
- City or county of birth
- Mother’s maiden name
- Father’s name

What to do:

- Fill out the form “MAIL-IN CERTIFICATE REQUEST FORM”
- Mail the form and a check or money order for \$12.00 made out to “Department of Health” to:

Center for Health Statistics
Department of Health

PO Box 9709
Olympia WA 98507-9709

Order online: If you have a credit card in your name, you can also order online through VitalChek at <http://www.vitalchek.com/washington-express-vital-records.aspx>.

How long it will take to receive a copy: 5 - 7 weeks

Place of Birth: Washington, D.C.

Web: http://app.doh.dc.gov/services/vital_records/index.shtm

Phone: (202) 042-9303

Hours: Monday to Friday, 8:30 a.m. - 3:30 p.m. Eastern Time

Cost: \$23.00 (Original Certificate Forms)

ID needed: A valid, current government-issued photo ID, such as:

- Driver's license
- Non-driver photo ID
- Current U.S. passport or foreign passport with current visa
- Certificate of Naturalization, Certificate of Citizenship, Citizenship ID
- Temporary Resident Card, Resident Alien Card, Permanent Resident Card

If you do not have a government-issued photo ID, you can use two or more of the following:

- W-2 form
- Current pay stub
- Work ID
- Military ID
- Hospital discharge form
- Current utility bill that shows name and address
- Voter's registration card
- School ID
- Veteran ID
- Marriage license
- Notarized letter from a parent listed on the certificate
- Court order

Who can get a copy: you, an immediate nuclear family member (biological mother, father, sister, and brother), a legal guardian, a legal representative

What to do:

- Fill out online and print the form "Birth Certificate Request", and check the box to request the **Original Long Form Certificate**. (The short form, for \$18, is wallet sized and is NOT accepted by all government offices.)

- Make a copy of the requester’s photo ID.
- Mail the form, the photo ID copy, a **stamped self addressed No. 10 envelope** (4 1/8” x 9 1/2”) and a check or money order for \$23 made out to “DC Treasurer” to:

Vital Records Division
825 North Capital Street, NE, First Floor
Washington, DC 20002

→ If you have a referral to request your birth certificate that contains your name and date of birth, you can use your release papers or court order if you also have a valid photo ID issued by the DOC.

Order online: If you have access to a credit card, you can order online at www.vitalcheck.com for \$38.95.

Order by phone: Call VitalCheck at (800) 255-2412 or (877)572-6332 for expedited service, if you have access to a credit card.

What to do if you don’t have a photo ID: You can have a family member or legal representative request it for you. Your spouse must be able to present an official picture ID and a notarized statement from you authorizing them to obtain a copy. Your grandparent must have an official picture ID and a notarized letter from your parent, named on your record. Your sibling must have an official picture ID and provide proof that one or both parents are the same or have a notarized letter or court order from you.

How long it will take to receive a copy: 2-3 weeks

Place of Birth: West Virginia

Web: <http://www.wvdhhr.org/bph/hsc/vital/birthcert.asp>

Phone: (304) 558-2931

Hours: Monday to Friday, 8:30 a.m.—5:00 p.m. Eastern Time

Cost: \$12.00

ID needed: none

Who can get a copy: You, your parents, your grandparents, your spouse, your children, your grandchildren, your siblings, your legal representative

What to do:

- Fill out the form “APPLICATION FOR CERTIFIED COPY OF WEST VIRGINIA BIRTH CERTIFICATE”
- Mail the form and a check or money order for \$12.00 made out to “West Virginia Vital Registration” to:

West Virginia Vital Registration
Room 165
350 Capitol Street
Charleston, WV 25301-3701

Order online: If you have access to a credit card, you can order a copy of your birth certificate online. Go to <http://www.vitalchek.com>. The cost is \$30.50.

How long it will take to receive a copy: If you requested a copy by mail, 5-19 business days. If you requested a copy on the Web, it will be faster.

Place of Birth: Wisconsin

Web: <http://dhs.wisconsin.gov/VitalRecords/>

Phone: (608) 266-1371

Hours: Monday through Friday, 8:00 A.M. to 4:15 P.M. Central Time

Cost: \$20.00

ID needed: Requires either ONE of the following:

- Wisconsin driver's license with photo
- Wisconsin I.D. with photo
- Out-of-state driver's license/I.D. with photo

OR TWO of the following:

- Government-issued employee I.D. badge with photo
- U.S. passport
- Checkbook/bankbook
- Major credit card
- Health insurance card
- Recent dated, signed lease
- Utility bill or traffic ticket

Who can get a copy: you, spouse, parent, sibling, child, grandparent, a person authorized by you or any of these family members, and anyone who can demonstrate that the record is required to protect a personal or property right

What to do:

- Fill out the form "WISCONSIN BIRTH CERTIFICATE APPLICATION"
- Mail the form and a check or money order for \$20.00 made out to "STATE OF WIS. VITAL RECORDS" to:

Wisconsin Vital Records Office
P.O. Box 309
Madison, WI 53701-0309

- You can also fax the form: (608) 255-2035. You will be charged an additional \$26.00 expedited service and credit card fee.

What to do if you don't have the right kind of ID: your family member can make a request for you.

How long it will take to receive a copy: up to 1 month

Place of Birth: Wyoming

Web: http://wdh.state.wy.us/rfhd/vital_records/certificate.html

Phone: (307) 777-7591

Hours: Monday – Friday 8 a.m.- 5 p.m., closed on holidays. (NOTE: The office is unable to issue any certified copies after 4:30 pm.)

Cost: \$13

ID needed: Photocopy of the driver's license, State ID card, or passport of the person requesting the certificate. They will also accept a notarized signature of the person making the request.

Who can get a copy: Registrant if 18 years of age, parent named on the certificate, lawyer representing the registrant or parent(s), legal guardian with guardianship papers

What to do:

- Fill out the form "APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE"
- Prepare a self-addressed, stamped envelope
- Mail the form, envelope, and a check or money order for \$13.00 made out to "VITAL RECORDS SERVICES" to:

Vital Records Services
Hathaway Building
Cheyenne, WY 82002

- If you have a credit card, you can also fax the form: (307) 635-4103. Please include a daytime phone number where you can be reached and call to verify that your faxed request has been received ((307)777-6555). The fee for this service is \$33.50.

What to do if you don't have the right kind of ID: If the person named on the certificate doesn't have ID, a parent who has ID may request the certificate.

How long it will take to receive a copy: your copy will be sent out within 5 business days