

**YOU MUST PROVIDE ACCEPTABLE ID IN ORDER TO GET A COPY OF ANY VITAL RECORD, AS WELL AS PROOF OF CONNECTION TO THE PERSON OF RECORD.**

Copies of Vital Records **MUST** be mailed to the address listed on your ID.

**To get a copy of a vital record, you must submit:**

- A completed application
- A copy of the proof(s) of your identity
- The correct fee
- Proof of your relationship to the person listed on the vital record you are requesting

**Acceptable Forms of Identification**

Valid photo driver's license or photo non-driver's license with current address.

**OR**

Valid driver's license without photo and an alternate form of ID with current address.

**OR**

Two alternate forms of ID, one of which must show the current address.

- Vehicle registration
- Vehicle insurance card
- Voter registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal/State ID
- County ID
- School ID
- Utility bill(within the previous 90 days)
- Bank Statement (within previous 90 days)
- W-2 or tax return for current or previous year

People who are homeless can provide identification from a social worker or homeless shelter coordinator.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.

Please **do not send in original ID documents. Only copies are required.**

## If you are looking for a **certified copy** of . . .

- **your own** birth certificate and you have assumed your spouse's/civil union partner's surname  
you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate
- **your child's** birth certificate  
you don't need any additional documents – IF you carry the same name  
you must provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate, IF you do not carry the same name
- **your spouse's/civil union partner's** birth certificate  
you must provide a copy of your marriage/civil union certificate
- **your parent's or sibling's** vital record  
you must provide a copy of your birth certificate with the parents names listed
- **your grandparent's** vital record  
You must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.

For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

1. Provide your marriage/civil union certificate to show your name at birth,
2. Provide your birth certificate to identify your parent, and
3. Provide the parent's birth certificate to identify the grandparent.

## If you **are not** a person qualified to get a **certified copy** of a record

- but **you are helping** a person receive a certified copy of a vital record they are eligible to receive you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf **OR**, you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

## If you are an **attorney**

- who is **executor** of an estate  
you must supply proof of appointment as the executor.
- who is the **legal representative of the executor** of an estate  
you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
- who is the **legal representative of an individual** that is eligible to receive a certified copy of a vital record  
you must supply proof of legal retainer by the eligible individual and their proof of relationship.
- who needs a certified copy of a vital record and **you are not the legal representative** of an eligible person

You must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.