



Vital Records Division

GUIDELINES FOR OBTAINING A BIRTH OR DEATH CERTIFICATE

The Registrar determines eligibility to receive a record on a case-by-case basis and may require additional documentation, therefore, the following are provided as guidelines for obtaining vital records:

APPLICANT	GUIDELINE FOR APPROVAL
<p>Obtaining a copy of one's birth certificate with a valid, unexpired Government-issued picture ID</p>	<ol style="list-style-type: none"> 1. A valid, unexpired government-issued photo identification issued by an appropriate issuing authority alone is typically sufficient to obtain a copy of one's birth certificate (must be original): <ul style="list-style-type: none"> • Valid, unexpired State-issued driver's license • Valid, unexpired United States passport • Valid, unexpired non-driver's identification card; and 2. Other documentation that establishes by a preponderance of evidence of identity may be required (e.g., letter from government or social agencies, recent utility bill, student identification card, signed social security card, court documents) <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
<p>Obtaining a copy of one's birth certificate without a valid, unexpired Government-issued picture ID</p>	<p>Three (3) pieces of documentation are recommended to establish a preponderance of evidence of identity, at least one of which should be a photo ID. Examples include (must be original) :</p> <ol style="list-style-type: none"> 1. Valid, unexpired Employment Identification card with photo, accompanied with pay stub or W-2 reflecting applicant's full name 2. School, university, or college identification card with photo, accompanied with a certified copy of report card/transcript from a United States jurisdiction or territory reflecting applicant's full name and date of birth or other proof of current school enrollment 3. Valid Department of Corrections identification card with photo, accompanied by probation documents or discharge papers reflecting full name and date of birth 4. Social Security Card with signature 5. Car registration or title with full name and current address 6. U.S. Selective Service Card 7. Voters Registration Card 8. Federal government Census records 9. Current, filed Federal tax form (reflecting full name, current address and signatures) 10. Most recent utility bill with full name and current address

	<p>11. Court documents with full name and current address</p> <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a Child's Birth Certificate	<p>1. Should have a valid, unexpired government-issued photo ID (<i>must be original</i>)</p> <p>2. Documentation that may establish a parental relationship include: original adoption records, original custody order, original parent's birth certificate, medical records, or Federal government Census report</p> <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a registrant's Birth Certificate by a guardian	<p>A legal guardian should provide a valid, unexpired government-issued photo ID and one of the following (must be original):</p> <ol style="list-style-type: none"> 1. Legal guardianship documentation 2. Custody or Court Order <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a registrant's Birth Certificate by an immediate family member	<ol style="list-style-type: none"> 1. Should have a valid, unexpired government-issued photo ID (<i>must be original</i>); and 2. Provide documentary evidence of the claimed familial relationship. In the case of adoption should provide birth record showing the adoption. <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a Birth or Death Certificate by Legal Counsel	<ol style="list-style-type: none"> 1. Requests should be typed on Company's Letterhead or be included in a signed representation letter (which may be a court order directing an attorney to represent someone) 2. Valid, unexpired Government- issued picture ID (<i>must be original</i>) <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a Birth Certificate by a Social Worker	<ol style="list-style-type: none"> 1. Social Worker should have a valid, unexpired Government-issued photo ID (<i>must be original</i>); and 2. Should have a letter of authorization signed by the parent or legal guardian or a court order; or 3. Should present a Letter on Company's Letter Head explaining the reason for the request and signed by a supervisor. <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a Death Certificate	<p>Persons that may request a death certificate include:</p> <ol style="list-style-type: none"> a. Parent b. Child

	<ul style="list-style-type: none"> c. Sibling d. Informant named on death certificate e. Spouse if married at the time f. Personal representative or Executor g. Funeral Directors <p>THE REGISTRAR MAY AT ANY TIME REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT THE DETERMINATION OF IDENTITY OR ELIGIBILITY OF THE APPLICANT</p>
Obtaining a Birth Certificate 100 + years after Birth	Public record and no approval is needed
Obtaining a Death Certificate 50 + years after Death	Public record and no approval is needed