

State Vital Records Info\_clinic.xls

State	Request Form	State Vital Records Office Processing Time*	Signature Required?	Copy of ID Required?	Age Requirement?	Notary Signature Required?	Additional Notes
Alabama	<a href="http://ph.state.al.us/Chs/VitalRecords/Universal/dl.pdf">http://ph.state.al.us/Chs/VitalRecords/Universal/dl.pdf</a>	1-2 weeks	Yes	No	No	No	NA
Alaska	<a href="http://www.hss.state.ak.us/DPH/bvs/birth/birthform.pdf">http://www.hss.state.ak.us/DPH/bvs/birth/birthform.pdf</a>	1 week	Yes	Yes	No	No	NA
Arizona	<a href="http://www.azdhs.gov/vitalrcd/forms.htm">http://www.azdhs.gov/vitalrcd/forms.htm</a>	1-2 weeks	Yes	Yes, or notarized signature	Yes, 18	Yes, or copy of photo ID	Client not to complete mailing address portion of request. If providing notary signature, use empty portion of box on Authorization form.
Arkansas	<a href="http://www.healtharkansas.com/certificates/pdf/vr-7_birth_certificate_application_july.pdf">http://www.healtharkansas.com/certificates/pdf/vr-7_birth_certificate_application_july.pdf</a>	4-6 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (bottom left).
California	<a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx</a>	12 weeks	Yes	Yes	No	Yes	Must check box for 'Certified Copy'.
Colorado	<a href="http://www.cdphe.state.co.us/certs/bicert.pdf">http://www.cdphe.state.co.us/certs/bicert.pdf</a>	2-3 weeks	Yes	Yes	No	No	Client to complete 'Registrant Information' only.
Connecticut	<a href="http://www.ct.gov/dph/cwp/view.asp?a=3132&amp;q=395338">http://www.ct.gov/dph/cwp/view.asp?a=3132&amp;q=395338</a>	6 months, quicker to go through town or city of birth	Yes	Yes	Yes, 18	No	Client to complete top portion of request only.
Delaware	<a href="http://www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf">http://www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf</a>	?	Yes	Yes	No	No	NA
Florida	<a href="http://www.doh.state.fl.us/planning_eval/vital_statistics/DH_726_Birth_App_042507_interactive.pdf">http://www.doh.state.fl.us/planning_eval/vital_statistics/DH_726_Birth_App_042507_interactive.pdf</a>	1-2 weeks	Yes	Yes	Yes, 18	No	NA
Georgia	<a href="http://health.state.ga.us/pdfs/vitalrecords/birth.pdf">http://health.state.ga.us/pdfs/vitalrecords/birth.pdf</a>	?	No	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).

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Hawaii	<a href="http://www.hawaii.gov/health/vital-records/pdf/birth.pdf">http://www.hawaii.gov/health/vital-records/pdf/birth.pdf</a>	4-6 weeks	Yes	Yes	No	No	Client not to complete portion for 'mailing to a location other than above'.
Idaho	<a href="http://www.healthandwelfare.idaho.gov/Portals/_Rainbow/Documents/health/StandardApplication906.pdf">http://www.healthandwelfare.idaho.gov/Portals/_Rainbow/Documents/health/StandardApplication906.pdf</a>	1-2 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (top of page).
Illinois	<a href="http://www.idph.state.il.us/vitalrecords/vital/pdf/birthfrm.pdf">http://www.idph.state.il.us/vitalrecords/vital/pdf/birthfrm.pdf</a>	6 weeks	Yes	Yes	Yes, 18	No	Client not to complete mailing address portion of request (bottom right).
Indiana	<a href="http://www.in.gov/icpr/webfile/formsdiv/49607.pdf">http://www.in.gov/icpr/webfile/formsdiv/49607.pdf</a>	3-4 weeks	Yes	Yes	Yes, 18	No	Client not to complete mailing address portion of request (bottom of page).
Iowa	<a href="http://www.idph.state.ia.us/apl/common/pdf/vital_records/application_certified_copy_vital_record.pdf">http://www.idph.state.ia.us/apl/common/pdf/vital_records/application_certified_copy_vital_record.pdf</a>	4-5 weeks	No	Yes	Yes, 18	No	NA
Kansas	<a href="http://www.kdheks.gov/vital/download/birth.pdf">http://www.kdheks.gov/vital/download/birth.pdf</a>	1-2 weeks	Yes	Yes	No	No	NA
Kentucky	<a href="http://chfs.ky.gov/NR/ronlyres/9627347C-B7B4-4ED4-AE87-8D02822D84FC/0/vs37II.pdf">http://chfs.ky.gov/NR/ronlyres/9627347C-B7B4-4ED4-AE87-8D02822D84FC/0/vs37II.pdf</a>	4 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (bottom of page).
Louisiana	<a href="http://www.dhh.louisiana.gov/offices/publications/pubs-252/Birth_Death%20Ordering%20Packet.pdf">http://www.dhh.louisiana.gov/offices/publications/pubs-252/Birth_Death%20Ordering%20Packet.pdf</a>	8 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
Maine	<a href="http://www.maine.gov/dhhs/bohodr/birth1.htm">http://www.maine.gov/dhhs/bohodr/birth1.htm</a>	2 weeks	No	No	No	No	NA
Maryland	<a href="http://www.vsa.state.md.us/apps/abcapp.pdf">http://www.vsa.state.md.us/apps/abcapp.pdf</a>	2-3 weeks	Yes	Yes	No	No	NA

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Massachusetts	<a href="http://www.mass.gov/Eeohhs2/docs/dph/vital_records/mail_order_form.pdf">http://www.mass.gov/Eeohhs2/docs/dph/vital_records/mail_order_form.pdf</a>	3-4 weeks	No	No, unless born out of wedlock	No	No	Client not to complete mailing address portion of request (bottom of page).
Michigan	<a href="http://michigan.gov/documents/birthapp_63607.PDF">http://michigan.gov/documents/birthapp_63607.PDF</a>	4 weeks	Yes	Yes	Yes, 15	No	See request form for acceptable list of documents needed. Client not to complete mailing address portion of request (top of page).
Minnesota	<a href="http://www.health.state.mn.us/divs/chs/osr/birthappandfees.pdf">http://www.health.state.mn.us/divs/chs/osr/birthappandfees.pdf</a>	4-6 weeks	Yes	No	No	Yes	Client not to complete mailing address portion of request (center of page). Notary signature provided on state request form.
Mississippi	<a href="http://www.msdh.state.ms.us/phs/forms/form522.pdf">http://www.msdh.state.ms.us/phs/forms/form522.pdf</a>	2-3 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (bottom of page).
Missouri	<a href="http://www.dhss.mo.gov/BirthAndDeathRecords/birthdeath.pdf">http://www.dhss.mo.gov/BirthAndDeathRecords/birthdeath.pdf</a>	6-8 weeks	Yes	Yes	No	No	NA
Montana	<a href="http://vhsp.dphhs.mt.gov/certificates/birthfax.pdf">http://vhsp.dphhs.mt.gov/certificates/birthfax.pdf</a>	2-3 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
Nebraska	<a href="http://www.hhs.state.ne.us/ced/birth.pdf">http://www.hhs.state.ne.us/ced/birth.pdf</a>	3-4 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
Nevada	<a href="http://health.nv.gov/forms/formtypes/birthcertificate.pdf">http://health.nv.gov/forms/formtypes/birthcertificate.pdf</a>	6-8 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
New Hampshire	<a href="http://www.sos.nh.gov/vitalrecords/General_Info/BirthApp.pdf">http://www.sos.nh.gov/vitalrecords/General_Info/BirthApp.pdf</a>	3-4 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
New Jersey	<a href="http://www.state.nj.us/health/forms/reg-3.pdf">http://www.state.nj.us/health/forms/reg-3.pdf</a>	12-14 weeks	Yes	Yes	No	No	NA

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New Mexico	<a href="http://dohewbs2.health.state.nm.us/VitalRec/Web%20Birth%20Appl..pdf">http://dohewbs2.health.state.nm.us/VitalRec/Web%20Birth%20Appl..pdf</a>	3-4 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
New York City (For births in Manhattan, Brooklyn, Queens, the Bronx, or Staten Island only)	<a href="http://www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf">http://www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf</a>	?	Yes	Yes	18 or notarized signature of parent	Yes, to authorize release of certificate to 3rd party.	Notarized statement required to authorize release of certificate to 3rd party
New York State (For births outside of NYC only)	<a href="http://www.health.state.ny.us/vital_records/forms/doh-4380.pdf">http://www.health.state.ny.us/vital_records/forms/doh-4380.pdf</a>	3-4 weeks	Yes	Yes	No	Yes, to authorize release of certificate to 3rd party.	Notarized statement required to authorize release of certificate to 3rd party
North Carolina	<a href="http://vitalrecords.dhhs.state.nc.us/vr/pdf/bcertificatapp.pdf">http://vitalrecords.dhhs.state.nc.us/vr/pdf/bcertificatapp.pdf</a>	6-8 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (bottom of page).
North Dakota	<a href="http://www.health.state.nd.us/vital/forms/SFN58698.pdf">http://www.health.state.nd.us/vital/forms/SFN58698.pdf</a>	2-3 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (center of page).
Ohio	<a href="http://www.odh.ohio.gov/pdf/forms/hea2709.pdf">http://www.odh.ohio.gov/pdf/forms/hea2709.pdf</a>	3-6 weeks	Yes	No	No	No	Client not to complete mailing address portion of request (bottom of page).
Oklahoma	<a href="http://www.health.state.ok.us/program/vital/vs151R9-03.pdf">http://www.health.state.ok.us/program/vital/vs151R9-03.pdf</a>	8 weeks	Yes	Yes	No	No	Client not to complete mailing address portion on back page of request.

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Pennsylvania	<a href="http://www.dsf.health.state.pa.us/health/lib/health/old_dir/vitalrecords/forms/pdfs/Birth_by_mail.pdf">http://www.dsf.health.state.pa.us/health/lib/health/old_dir/vitalrecords/forms/pdfs/Birth_by_mail.pdf</a>	3-4 weeks	Yes	Yes	Yes, 18	No	If no acceptable form of ID, must complete statement ( <a href="http://www.dsf.health.state.pa.us/health/lib/health/old_dir/vitalrecords/forms/pdfs/Statement_from_Requestors.pdf">http://www.dsf.health.state.pa.us/health/lib/health/old_dir/vitalrecords/forms/pdfs/Statement_from_Requestors.pdf</a> ) & provide 2 documents with address & name. Client not to complete mailing address portion of request (top of page).
Rhode Island	<a href="http://www.health.ri.gov/chic/vital/Birth_Web.pdf">http://www.health.ri.gov/chic/vital/Birth_Web.pdf</a>	6 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
South Carolina	<a href="http://www.scdhec.gov/administration/library/D-0640.pdf">http://www.scdhec.gov/administration/library/D-0640.pdf</a>	4 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom right).
South Dakota	<a href="http://doh.sd.gov/VitalRecords/Forms/BirthRecordApp.pdf">http://doh.sd.gov/VitalRecords/Forms/BirthRecordApp.pdf</a>	4-5 weeks	Yes	Yes	No	No	NA
Tennessee	<a href="http://health.state.tn.us/vr/ph-1654.pdf">http://health.state.tn.us/vr/ph-1654.pdf</a>	5-6 weeks	Yes	Yes, or notarized signature	No	Yes, or copy of photo ID	Client not to complete mailing address portion of request (bottom of page). If providing notary signature, use empty portion of box on Authorization form.
Texas	<a href="http://www.dshs.state.tx.us/vs/reqproc/forms/vs142.3.pdf">http://www.dshs.state.tx.us/vs/reqproc/forms/vs142.3.pdf</a>	2-3 weeks	Yes	Yes	No	No	Client not to complete section below #13 indicating 3 <sup>rd</sup> party mailing address.
Utah	<a href="https://silver.health.utah.gov/applications/04%20BIRTH.pdf">https://silver.health.utah.gov/applications/04%20BIRTH.pdf</a>	2-3 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom right).

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Vermont	<a href="http://www.bgs.state.vt.us/gsc/pubrec/referen/birth_death.pdf">http://www.bgs.state.vt.us/gsc/pubrec/referen/birth_death.pdf</a>	?	No	No	No	No	NA
Virginia	<a href="http://www.vdh.virginia.gov/Vital_Records/documents/appform.pdf">http://www.vdh.virginia.gov/Vital_Records/documents/appform.pdf</a>	2-4 weeks	Yes	Yes	No	No	NA
Washington	<a href="http://www.doh.wa.gov/EHSPHL/CHS/110-039_mail.pdf">http://www.doh.wa.gov/EHSPHL/CHS/110-039_mail.pdf</a>	6 weeks	No	No	No	No	Client not to complete mailing address portion of request (bottom of page).
Washington DC	<a href="http://www.dchealth.dc.gov/doh/cwp/view,a,3,g,573401,dohNav_GID,1787,dohNav,133120 33139 .asp">http://www.dchealth.dc.gov/doh/cwp/view,a,3,g,573401,dohNav_GID,1787,dohNav,133120 33139 .asp</a>	2 weeks	Yes	Yes	No	No	Client not to complete mailing address portion of request (bottom of page).
West Virginia	<a href="http://www.wvdhhr.org/bph/oehp/hsc/vr/birthfm2.pdf">http://www.wvdhhr.org/bph/oehp/hsc/vr/birthfm2.pdf</a>	2-3 weeks	Yes	No	Yes, 18	No	Client not to complete mailing address portion of request (bottom of page).
Wisconsin	<a href="http://dhfs.wisconsin.gov/forms/dph/dph05291.pdf">http://dhfs.wisconsin.gov/forms/dph/dph05291.pdf</a>	4-5 weeks	Yes	No	No	No	NA
Wyoming	<a href="http://wdh.state.wy.us/Media.aspx?mediaId=1509">http://wdh.state.wy.us/Media.aspx?mediaId=1509</a>	2 weeks	Yes	Yes, or notarized signature	No	Yes, or copy of photo ID	Client not to complete mailing address portion of request (bottom of page). If providing notary signature, use empty portion of box on Authorization form.

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