

Submit one (1) document from the primary list **OR** two (2) documents from the secondary list. The State Registrar reserves the right (§32.1-271C) to accept or deny any application submitted.

The acceptable documents listed may change without prior notice.

| ACCEPTABLE PRIMARY IDENTIFICATION LIST | | | |
|--|--|-----|---|
| 1. | Photo Driver's License issued by U.S. state, territory, or jurisdiction (unexpired or expired for not more than one year) | 2. | Learners/Instruction Permit issue by U.S. state, territory or jurisdiction (unexpired or expired for not more than one year) |
| 3. | Photo Identification Card issued by U.S. state, territory, or jurisdiction (unexpired or expired for not more than one year) | 4. | Current Photo Identification Card - (school or employment with identification number; <i>check cashing cards are not acceptable</i>) |
| 5. | Unexpired U.S. Military Card of an active duty or retired member | 6. | U.S. Passport or passport card - unexpired |
| 7. | Unexpired Foreign Passport with Visa, I-94 or I-94W | 8. | U.S. Certificate of Naturalization (form N-550, N-570, N-578) |
| 9. | US Certificate of Citizenship (form N-560, N-561) | 10. | U.S. Citizen Identification Card (form I-197) |
| 11. | Temporary Resident Card (unexpired form I-688) | 12. | Employment Authorization Document (unexpired form I-766) |
| 13. | Refugee Travel Document (unexpired form I-571) | 14. | Resident Alien Card (unexpired form I-551) |
| 15. | Permanent Resident Card (unexpired form I-551) | 16. | Northern Marianas Card (unexpired form I-551) |
| 17. | Asylum – A copy of the first and last page of application for Asylum | 18. | Consular Report of Birth Abroad (form FS-240) |
| 19. | Certification of Report of Birth of a U.S. citizen (DS-1350) | 20. | Virginia Criminal Justice Agency Offender Information Form |
| 21. | U.S. Probation Offender Information Form | 22. | Certificate of Birth Abroad (FS-545) |
| ACCEPTABLE SECONDARY IDENTIFICATION LIST | | | |
| 23. | U.S. Selective Service Card | 24. | U.S. Military Discharge Papers (form DD214) |
| 25. | Certified School Records/Transcript issued by a U.S. state or territory | 26. | Certificate of Enrollment issued by Virginia Department of Education |
| 27. | Life insurance policy | 28. | Health care insurance card – (i.e. Medicare Card, Medicaid Card) |
| 29. | Unexpired Welfare/Social Services identification card with photo issued by municipality | 30. | State issued driver's license or learner's/instruction permit with photo; expired not more than 5 years |
| 31. | State issued photo identification card - expired not more than 5 years | 32. | U.S. Passport or passport card - expired not more than 5 years |
| 33. | Unexpired Military Dependent I.D. card with photo | 34. | Foreign Passport - expired not more than 5 years with a U.S. VISA |
| 35. | Unexpired weapon or gun permit issued by federal, state or municipal government | 36. | Unexpired pilot license |
| 37. | Veteran's Universal Access Identification Card | 38. | INS form I-797 (applicable only for the individual whose name appears on the form) |
| 39. | USCIS student or dependent SEVIS I-20 with or without USCIS stamp (Applicant's name must appear on the form) | 40. | U.S. Department of State form DS-2019 (Applicant's name must appear on the form) |

Definition of Certificate Types

Certificate of Death: Image copy of the Certificate of Death

Verification of Death: Certified document to verify death. Data elements included on the Verification of Death are decedent's name, date of death, place of death, date of birth and last four numbers of the social security number.

Certificate of Birth Resulting in a Stillbirth: Certificate issued on stillbirth records for gestations 20 weeks or greater. This certificate can only be issued to the parents.

Amendment Guidance

Most items (misspelling of the name of the registrant and/or parents, incorrect date and/or place of death, incorrect address, incorrect date of birth, incorrect sex of registrant, etc.) on a death certificate can be corrected either administratively or judicially. There are several provisions outlined in the Code of Virginia and the Regulations Governing Vital Records detailing how a death certificate can be amended. To properly advise the Office of Vital Records must review the death certificate.

| Type | Amendment Code | Comments | Who can initiate the change | Needed Documents |
|--|----------------|---|--|--|
| Amending inaccuracies on a death certificate | AMD | There are several provisions outlined in the Code of Virginia and the Regulations Governing Vital Records detailing how a death certificate can be amended. To properly advise the Office of Vital Records must review the death certificate. | Immediate Family Informant Funeral Service Licensee Legal Representative | A written request detailing the item to be amended on the death certificate, \$12 fee and requester's ID. The written request should also include the name of the decedent and date and place of death as it appears on the death certificate. |
| Court Ordered Changes | JCO | Court order authorizing the Office of Vital Records to amend a specific item(s) on a vital record. | Immediate Family Informant Funeral Service Licensee Legal Representative | Requires a certified copy of the Court Order, Copy of the petition. Application and/or written request, \$10 Administrative Fee, Certification Fee (\$12 per copy) and Requester's ID. |