

Virginia statutes require a fee of \$12.00 be charged for each certification of a vital record or for a search of the files when no certification is made. Please make check or money order payable to State Health Department. There is a \$50.00 service charge for returned checks.

IMPORTANT: The person requesting the vital record must submit an enlarged, legible (readable) and clear photocopy of their identification. (See acceptable identifications below)

REQUESTER INFORMATION				DAYTIME PHONE NUMBER
NAME OF REQUESTER (person completing this application)		EMAIL (Include to receive updates about your application)		<input type="checkbox"/> Check this box to receive text notifications. Message & data rates may apply. (For cell phone numbers only)
NAME OF BUSINESS, if applicable				
ADDRESS	CITY	STATE	ZIP CODE	
WHAT IS YOUR RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE? <input type="checkbox"/> SELF <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT ONE <input type="checkbox"/> PARENT TWO <input type="checkbox"/> ADULT CHILD <input type="checkbox"/> CURRENT SPOUSE <input type="checkbox"/> ADULT SISTER <input type="checkbox"/> ADULT BROTHER <input type="checkbox"/> MATERNAL GRANDPARENT <input type="checkbox"/> PATERNAL GRANDPARENT <input type="checkbox"/> LEGAL GUARDIAN/LEGAL REPRESENTATIVE <input type="checkbox"/> OTHER (Specify) _____ (submit custody paper)				
WHAT IS THE REASON FOR THIS CERTIFICATE REQUEST? _____				

BIRTH CERTIFICATE INFORMATION	
(Definition of certificate types are listed on the back)	
Please Check: <input type="checkbox"/> Short Form Birth Certificate <input type="checkbox"/> Long Form Birth Certificate <input type="checkbox"/> Certificate of Foreign Birth <input type="checkbox"/> Delayed Birth Registration Certificate	

TOTAL COPIES ORDERED _____ <small>Specify how many of each if ordering both types</small> Short Form _____ Long Form _____	NAME AT BIRTH (first) _____ (middle) _____ (last) _____ (suffix) _____		
If name has changed since birth due to adoption, court order or any reason other than marriage, please list changed name here. (first) _____ (middle) _____ (last) _____ (suffix) _____			
DATE OF BIRTH	PLACE OF BIRTH (city or county in Virginia)	HOSPITAL OF BIRTH (if any)	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
FULL MAIDEN NAME OF MOTHER OR PARENT ONE: (first) _____ (middle) _____ (last) _____ (suffix) _____			(maiden name, if any)
FULL NAME OF FATHER OR PARENT TWO: (first) _____ (middle) _____ (last) _____ (suffix) _____			(maiden name, if any)

Is an amendment/correction needed? YES NO If YES, enter amendment code from the reverse side. Amendment Code: _____
 If Amendment Code is JCO, has the amendment been approved by the court? YES NO

I understand that making a FALSE application for a vital record is a FELONY under state and federal law. I certify and affirm that all information on this form is true and correct.

X SIGNATURE OF REQUESTER: _____

UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

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 secondary identifications are listed on the back.

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) includes Global Entry Card	4.	Current Photo Identification Card - (school or employment with identification number; check cashing cards are not acceptable)
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, I-94 or I-94W Green Card	8.	U.S. Certificate of Naturalization (form N-550, N-570, N-578)
9.	U.S. 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)

Please indicate the address you wish the certificate(s) mailed to in the box below. Please type or print clearly.

NAME
ADDRESS
CITY/STATE/ZIP CODE

Send Completed Application To:
Office of Vital Records
P. O. Box 1000
Richmond, VA 23218-1000

Contact Information:
(804) 662-6200
www.vdh.virginia.gov/vital-records/

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
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)
41.	Proof of Birth Letter Issued by a Virginia Hospital	42.	Utility Bill (gas, water or electricity (within the last 6 months)
43.	Voter Registration Card (Valid)	44.	Foreign Identification with identifiable photo of applicant or requester

Definition of Certificate Types

Short Form Birth Certificate: An abstract of the Certificate of Live Birth. Accepted by all local, state and federal agencies including passport and social security offices.

Long Form Birth Certificate: An image copy of the Certificate of Live Birth received from the hospital, birthing facilities or midwife. Usually needed for dual citizenship.

Certificate of Foreign Birth: A birth certificate established for a child born in a foreign country and adopted by parents who were Virginia residents at the time of the adoption.

Delayed Birth Filing Certificate: A birth certificate established for an individual who birth certificate was not recorded at the time of birth.

Amendment Guidance

Most items (misspelling of the name of the registrant and/or parents, incorrect date and/or place of birth, incorrect ages of parents, incorrect sex of registrant, etc.) on a birth 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 birth certificate can be amended. To properly advise, the Office of Vital Records must review the birth certificate.

A wet signature means you’ve physically “signed” a document with a pen, seal, or other identifying mark on a physical piece of paper. ****Certified documents must be originals**

Amendment Type	Amend Code	Comments	Who can initiate the change	Needed Documents Application, \$10 Administrative Fee, Certification Fee (\$12 per copy) and Requester's ID
Establish a post-adoption birth certificate	ADP	To establish a birth certificate for a Virginia born child that has been adopted.	Registrant (if legal age) Adoptive Parents Legal Representative (Lawyer, Adoption Agency, DSS)	Final Order of Adoption (wet signature required) and Report of Adoption form (wet signature and court stamp) certified by the Court that finalized the adoption.
Establish a Certificate of Foreign Birth	CFB	A birth certificate established for a child born in a foreign country and adopted by parents who were Virginia residents at the time of the adoption.	Registrant (if legal age) Adoptive Parents Legal Representative (Lawyer, Adoption Agency, DSS)	If the child was re-adopted in Virginia, a **Certified copy of the Report of Adoption form (wet signature required). If the child was not re-adopted in Virginia, a certified copy of the Foreign Adoption Order (wet signature and court stamp required), a certified copy of the translated Final Order of Adoption in English, Home Study report, copy of the adopted child’s United States Passport that shows the Immigrant Visa, and proof of Virginia residency for the adoptive parent(s) at the time of adoption.
Amending inaccuracies on a birth certificate	AMD	There are several provisions outlined in the Code of Virginia and the Regulations Governing Vital Records detailing how a birth certificate can be amended. To properly advise, the Office of Vital Records must review the birth certificate.	Registrant (if legal age) Immediate Family Legal Representative If the registrant is under age 18, then the parent or legal guardian can initiate the amendment	A written request detailing the item to be amended on the birth certificate, \$12 fee and requester’s ID. The written request should also include the name of the registrant and date and place of birth, and parents’ name as it appears on the birth certificate.
Change of Sex	COS	Amending the sex on the birth certificate for an individual whose gender has changed.	Registrant (if legal age) Parents (if registrant is under age 18) Legal Representative	Changing Sex Designation (VS42) form completed by the health care provider from whom the person received clinically appropriate treatment for gender transition.
Paternity Establishment - Acknowledgement of Paternity (AOP) form	AOP	The Acknowledge of Paternity form is used to establish the paternity of a child born out-of-wedlock. If another father’s name appears on the birth certificate or the mother was married at the time of the child’s birth or 10 months before the child’s birth, the paternity form cannot be used.	Registrant (if legal age) Parents Legal Representative	Properly completed/notarized Acknowledgement of Paternity form.
Order Determining Parentage	ODP	The paternity of the child has been established by a Court in the Commonwealth of Virginia. Paternity orders granted by states other than Virginia must be filed and stamped by a Virginia Circuit Court.	Registrant (if legal age) Parents Legal Representative	**Certified copy of the Virginia-Order Determining Parentage. Orders Determining Parentage granted by states other than Virginia must be filed and stamped by a Virginia Circuit Court.
Paternity Establishment - Genetic Test Results (DNA)	DNA	The child’s paternity has been established based on genetic test results (DNA). The laboratory determining paternity must be an AABB approved laboratory.	Registrant (if legal age) Parents Legal Representative	**Certified copy of the Genetic Test Results, Voluntary Consent Form signed and notarized by father
Surrogacy Contract	SUR	An agreement between intended parents, a surrogate, and her spouse, if any, in which the surrogate agrees to be impregnated through the use of assisted conception, carry any resulting fetus, and to relinquish to the intended parents the custody of and parental rights to any resulting child.	Intended Parent(s) Legal Representative	Serviced by drop-off at the VDH Office of Vital Records lobby or as a mail-in application. A court order may be submitted for court-approved surrogacy contracts, otherwise, Surrogacy Consent and Report Form (VS41); copy of surrogacy contract; and proof of legal/contractual custody of embryo or a statement from physician performing assisted conception or DNA testing that establish the genetic relationship of the child, surrogate, and an intended parent.
Court Ordered Changes	JCO	Court order authorizing the Office of Vital Records to amend a specific item(s) on a vital record.	Registrant (if legal age) Immediate Family Legal Representative	**Requires a Certified copy of the Court Order, Copy of the petition.