

Out of State Birth Certificate Requirements

U.S. States, Territories, Consular Birth Abroad

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Alabama

Locale	Contact	Cost	Processing Time
State Application	334.206.5418	\$15	~2 weeks

Who can Apply? [Link](#)

- Person named on the certificate
- Parent or legal guardian
- Spouse of person named on certificate
- Child of person named on certificate
- Sibling of person named on certificate
- Legal representative of an authorized person

What is Needed? [Link](#)

Primary IDs Including Photo (need at least one, current, under 60 days expired)	Secondary IDs (need at least two)
<ul style="list-style-type: none"> ● Alabama Driver’s License ● Out-of-State Driver’s License ● State-Issued Non-Driver ID ● U.S. or Foreign Passport ● U.S. Certificate of Naturalization Certificate of Citizenship ● U.S. Military ID ● Work ID (If applicant is employee of agency/company making request) Alien Resident Card (Temporary or Permanent) ● U.S. Employment Authorization Card Citizenship ID Card ● Tribal ID - Pilot’s License ● Boating License ● Concealed Weapons License ● Ex-Felon ID ● Inmate ID issued by the U.S. Dept of Justice w/ following documentation: <ul style="list-style-type: none"> ○ Supporting documents from institution if inmate is still in custody, letter of release from institution if inmate has been released ● School ID (Must include current school term) ● Alabama Voter Identification Card 	<ul style="list-style-type: none"> ● Expired, Government-Issued ID Utility Bill (No more than 6 months old) ● Work ID (If applicant is making personal request) ● Vehicle Registration or Vehicle Title Property Tax Bill ● Military Discharge (DD Form 214) Voter Registration Card ● Health Insurance Card ● Social Security Correspondence (not Card) ● U.S. Selective Service Card ● Recent DMV Receipt for Fines Paid ● Fishing or Hunting License ● Copy of Police Report or other official documents which support theft, in cases where individual’s ID has been stolen ● Autism Spectrum Card ● Immunization (Shot) Record <p>Per conversation with CHS on 4/27/23, if the applicant does not have any documents to include with the application, they can apply through VitalChek and be asked security questions instead.</p>

Alaska

Locale	Contact	Cost	Processing Time
State Application *	907.465.3391	\$30	4-6 weeks

*PDF Application can be pre-filled before printing

Who Can Apply? [Link](#)

- Parent(s) listed on the current certificate.
- Child listed on the certificate (if 14 years or older) along with current school ID
- Legal Guardian with certified guardianship papers
- Third-Party requests must have a notarized letter of consent for the release of information from the certificate holder or legal guardian
- Attorneys & Government Agencies must have a letter on their letterhead stating who they represent and why the record is needed

What is Needed? [Link](#)

Primary Documents (One) Must be less than one year expired	Secondary Documents (Three)*
<ul style="list-style-type: none"> ● Driver's license ● State-issued ID ● Passport ● Military ID ● Tribal/BIA card (with picture) ● School ID 	<ul style="list-style-type: none"> ● Social Security Card ● Bill with their name ● Expired ID within one year ● Health record ● Medicaid card <p>*A representative in the vital records office stated they will take nearly anything with their name on it even junk mail</p>

Arizona

Locale	Contact	Cost	Processing Time
State of Arizona*	602.364.1300	\$20	1-2 weeks
Maricopa County	602.506.6805	\$20	1-2 weeks
Pima County (English)*	520.724.7770	\$20	1-2 weeks

*PDF Application can be pre-filled before printing

Who Can Apply? [Link](#)

- Person listed on Birth Certificate
- Parents of Registrant
- Spouse of Registrant
- Grandparents of Registrant
- Adult Child of Registrant
- Guardian
- Power of Attorney
- Conservator
- Attorney Representing the Registrant or Parent
- Adoption Agency

What is Needed? [Link](#)

ONE of the Following
<ul style="list-style-type: none">● Clear photocopy of the front and back of your valid, signed government photo ID● Notarized signature of Registrant● Proof of relationship enclosed is required if applicant is not registrant

Arkansas

Locale	Contact	Cost	Processing Time
Arkansas Application	1-800-462-0599	\$12	1-2 weeks

*PDF Application can be pre-filled before printing

Office Communications

- **3/7/23:** A social worker may apply with a cover letter on letterhead explaining the relationship, a copy of a work ID, and a phone number and email where they can be reached. The individual still signs the application and also signs with their permission for the social worker to apply on their behalf (no need for notary). The certificate must be mailed to the organization's address.

Who Can Apply? [Link](#)

- Person named on Birth Certificate (if 16 years old)
- Parent (named on certificate)
- Child (with proof of relation)
- Spouse
- Maternal Grandparents
- Grandchild
- Guardian (with proper legal documentation)

What is Needed? [Link](#)

Primary Document (One)	Secondary Document (Two) (should contain together a current address, and signature of the requestor)
<ul style="list-style-type: none"> ● United States issued Driver's License or Identification card ● United States Territories Driver's License or Identification Card ● Tribal Identification Card that contains bearer's signature ● U.S. Military Identification Card that contains bearer's signature [Note: some do not] ● Passport-United States or Foreign issued Visa -In a passport and the bearer's signature is on the passport not the Visa ● Resident Alien Card (Form I-551) ● Employment Authorization Card (Form I-766) ● Employment Authorization Card (Form I-688A) ● Temporary Resident Card (Form I-688) 	<ul style="list-style-type: none"> ● Employment Identification Card with photo, accompanied with paystub or W-2 ● School, university, college identification card with photo, accompanied with a report card or other proof of ● Current school enrollment ● Department of Corrections identification card, accompanied by probation documents or discharge papers ● Social Security/Medicare Card (must be signed) ● Pilot's License ● Car registration or title with current address ● U.S. Selective Service Card ● Voter's Registration Card ● Filed Federal tax form (with current address and signatures) ● Bank statement or utility bill (gas, water, electric, sewer, phone) with current address ● Court documents with current address <p>*Notarized statements ARE NOT accepted in lieu of government issued identification unless the notary has verified the identity of the person through documentary requirements established by state law.</p>

California

Locale	Contact	Cost	Processing Time
California Application *	916.445.2684	\$29	10-12 weeks
Alameda County	510.272.6362	\$34	
Los Angeles County *	800.201.8999	\$32	4 weeks
Monterey County	916.445.2684	\$29	
Orange County *	714.834.2500	\$32	1-2 weeks
San Francisco County	415.701.2311	\$29	4-6 weeks
San Mateo County *	650.363.4500 x 1893	\$32	1-2 weeks

*PDF Application can be pre-filled before printing

Free BC for homeless individuals - must complete [this affidavit](#) and include with application

Who Can Apply?

- Person named on certificate
- Legal guardian
- Child
- Grandparent
- Grandchild
- Sibling
- Spouse
- Domestic Partner
- Party with a court order, must include a copy of the order
- Member of law enforcement or a rep of a government agency
- Attorney representing the registrant or the registrants estate

What is Needed?

Notarized sworn statement. The applicant must complete the sworn statement in the application in front of a notary.

Colorado

Locale	Contact	Cost	Processing Time
Colorado Application	303.692.2200	\$26	
Arapahoe County Application*	303.734.4300	\$20	
Denver County Application*	720.295.7964	\$20	Within 30 days

*PDF Application can be pre-filled before printing

Who Can Apply? [Link](#)

- The registrant (person named on the certificate)
- Siblings
- Grandchild
- Spouse
- Adult Children
- Stepparents
- Parents
- Grandparents
- Legal Guardian

What is Needed? [Link](#)

ONE of the following	(or) TWO of the following
<ul style="list-style-type: none"> ● Alien Registration Receipt/Permanent Resident Card ● Certificate of U.S. Citizenship ● Jail Temporary Inmate ID: Denver or Pueblo county ● Current State ID/Driver's License ● Employment Authorization Card (I-766) ● Foreign Passport ● Government Work ID ● Job Corps ID ● Current School ID Card ● Temporary Resident Card ● U.S. Certificate of Naturalization ● U.S. Citizenship ID Card (I-197) ● U.S. Military ID card (front and back) ● U.S. Passport or Card ● U.S. Merchant Mariner ID / Book 	<ul style="list-style-type: none"> ● Birth Certificate of Applicant (U.S. only) ● Court order of adoption or name change ● DD-214 ● Divorce Decree (U.S. only) ● Hospital birth worksheet (within 6 months of birth) ● Marriage license/Certificate (U.S. only) ● Medicare Card ● State, Territorial or Federal Prison or Corrections ID Card ● Selective Service Card/Letter (U.S. only) ● Social Security Card ● Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year) ● Any expired document from the Primary List (cannot be expired more than 6 months)

(This is not the complete list, but shows the documents our guests are most likely to have access to. For a complete list, follow the link above.)

Connecticut

Locale	Contact	Cost	Processing Time
State Application	860.509.7700	\$30	
Town Application		\$20	

Free for homeless youth - must be in CT to use program

Who Can Apply? [Link](#)

- Registrant 18 years or older or a certified homeless youth
- Parent, legal guardian, grandparent
- Spouse
- Adult child or adult grandchild
 - Must provide proof of relationship (own birth certificate)
- An agent of approved state or federal agency

What is Needed? [Link](#)

Primary Document (One)	Secondary Document (Two)
<ul style="list-style-type: none"> ● Current Government Issued Photo ID ● Current Passport 	<ul style="list-style-type: none"> ● Social security card; ● Social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section; ● Automobile registration; ● Copy of utility bill showing name and current address; ● Checking account deposit slip or bank statement stating name and current address; ● Voter registration card; ● Probation documents issued by a court or other government agency, pursuant to a criminal conviction; ● Letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request; ● Release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request; ● Birth certificate of the requester; ● Military discharge papers; ● Current school or college photographic identification; ● Government issued photographic identification that expired within 12 months prior to the date of the request.

Delaware

Locale	Contact	Cost	Processing Time
Delaware Application	302.744.4549	\$25	

Who Can Apply?

- Registrant
- Current Spouse
- Child of Registrant
- Parent of Registrant
- Legal guardian
- Social Worker
 - Notarized authorization on letterhead
 - Cover letter explaining circumstances
 - ID, work badge

What is Needed?

ONE of the Following
<ul style="list-style-type: none">● Valid Driver's License● Valid State ID● Passport● Government Issued ID

District of Columbia (DC)

Locale	Contact	Cost	Processing Time
DC Application	202.442.9303	\$29	

Free for homeless individuals - [more information here](#), local applicants only

Who Can Apply? [Link](#)

- Sibling of registrant
- Adult child of registrant
- Grandparent of registrant
- Adult grandchild of registrant
- Legal guardian of registrant
- Social worker, you need a typed letter on your firm's letterhead with your name, your social workers license/card, and a copy of your unexpired work ID with a photo.

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● State-issued driver's license ● State-issued nondriver's ID card ● Passport or Passport Card ● Employment Authorization Card ● Permanent Resident Card ● Military ID Card ● Law Enforcement ID ● Department of State Card ● Government Employee ID 	<ul style="list-style-type: none"> ● Copy of Signed Social Security Card ● Unexpired Vehicle Registration/Title ● Social Security Disbursement Statement ● Copy of Utility bill dated within last 60 days ● Certified court documents ● Certified court documents ● Copy of Pay stub within last 30 days ● Official correspondence from US Citizenship and Immigration Services ● Hospital Newborn Discharge document related to a birth occurring within the last year ● Previous year's W2

Florida

Locale	Contact	Cost	Processing Time
Florida Application *	904.359.6900 x 9000	\$9	

*PDF Application can be pre-filled before printing

Free for homeless youth - complete [this form](#).

Office Communications

- **3/7/23:** Three secondary documents may be used in the absence of a valid photo ID. No specific information provided on what these secondary documents can be.
- Recommend going through Duval County, Florida if the person was born in that county. They have a quicker turnaround time and are easier to reach. You can also apply via email and provide payment over the phone.

Who Can Apply? [Link](#)

- Registrant (name on the record) if 18 years old
- Parent(s) listed on the Birth Record
- Legal guardian (must provide guardianship papers)
- Legal representative of one of the above persons (must provide documentation)
- By Court Order (must provide copy of court order)

If applicant is not one of the above, the application must be accompanied with a notarized [Affidavit to Release a Birth Certificate](#) (DH Form 1958) signed by one of the above, along with any supporting documentation and a copy of valid photo ID of both the person authorizing release and the applicant.

What is Needed? [Link](#)

ONE of the following	(or) THREE secondary documents
<ul style="list-style-type: none"> ● Driver's License ● State Identification Card ● Passport ● Military Identification Card 	<ul style="list-style-type: none"> ● Health Insurance Card ● Recent official mail <p>Call for additional ideas on sufficient documentation.</p>

Georgia

Locale	Contact	Cost	Processing Time
Georgia Application	404.679.4702	\$25	

Office Communication

- **12/2022:** A social worker may apply on an individual's behalf with a letter on agency letterhead, as well as a copy of social worker's ID and business card (or work ID). The social worker must sign the application as the applicant (no notarized permission necessary)

Who Can Apply? [Link](#)

- The person named on the certificate
- The parent(s) named on the birth record
- An authorized legal guardian or agent
- Grandparents of the person named on the certificate
- An adult child or adult sibling of the person named on the certificate
- The spouse of the person named on the certificate
- Attorney
- State or Federal Government Officials

What is Needed?

ONE of the Following
<ul style="list-style-type: none">● Georgia Driver's license unexpired or expired for not more than one year● State of Georgia Identification Card unexpired or expired for not more than one year● State of Georgia Weapons Carry License - New● Unexpired driver's license issued by another U.S. State, jurisdiction or territory● Unexpired official Identification Card issued by another U.S. State, jurisdiction or territory● Unexpired U.S. Passport● Unexpired Foreign Passport● U.S. Military Identification, Military Dependent Identification, Veterans Identification● Unexpired Consulate Card● Transportation ID● Debit Card with Picture● Employer ID Card● School, University, or College Identification Card● DMV ID Card● Department of Corrections Identification Card

Hawaii

Locale	Contact	Cost	Processing Time
Hawaii Application *	808.586.4400	\$12.50	8-10 weeks

*PDF Application can be pre-filled before printing

Free for homeless individuals - Submit a letter verifying the person is homeless along with application. [Here is an example letter.](#) (Must be HI agency.)

Who Can Apply? [Link](#)

- The registrant
- The registrant's spouse
- The registrant's parent(s)
- A descendant of the registrant (e.g., a child or grandchild)
- A person having a common ancestor with the registrant (e.g., a sibling, grandparent, aunt/uncle, or cousin)
- A legal guardian of the registrant
- A person or agency acting on behalf of the registrant
- A person whose right to obtain a copy of the record is established by an order of a court of competent jurisdiction

What is Needed?

ONE of the following
Valid photo ID

From the State Department: "If you do not have a government issued I.D., your sibling, grandparent, or parent can make the request on your behalf AND he or she must provide additional court or government issued documents or vital records proving the relationship to you."

Idaho

Locale	Contact	Cost	Processing Time
Idaho Application *	208.334.5980	\$16	2-4 weeks

*PDF Application can be pre-filled before printing

Who Can Apply? [Link](#)

- The registrant and that person's
- Registrant's spouse,
- Registrant's children,
- Registrant's parents,
- Registrant's grandparents, grandchildren,
- Registrant's siblings

What is Needed?

ONE of the Following	(Or) TWO of the Following (One must be signed)
<ul style="list-style-type: none"> ● Driver's License ● State ID ● Passport ● Tribal Identification ● Prison ID Card ● Concealed Weapons Permit 	<ul style="list-style-type: none"> ● Social Security Card- signed ● Hunting or Fishing License ● Work ID with Photo or Signature ● Insurance Record ● Automobile Registration-signed ● Driver's Permit ● Traffic Ticket- signed ● Pay Stub ● Court Record- signed ● Passport Card ● College/School ID- signed ● Matricula Card- signed

Or provide notarized signature and proof of identity form

Illinois

Locale	Phone	Cost	Processing Time
State Application *	dph.vitals@illinois.gov	\$15	6-8 weeks
Adams County Application	217.277.2164	\$16	
Cook County Application *	312.603.7788	\$15	2-3 weeks
Macon County Application	217.424.1305	\$23	
Madison County Application	618.692.6290	\$20	1-2 weeks
Randolph County Application	618.826.5000 x191	\$15	
Sangamon County Application *	217.753.6700	\$25	
St. Clair County Application *	618.277.6600 x 2378	\$15	1-2 weeks

*PDF Application can be pre-filled before printing

***Free for homeless individuals.** If the person is born in Cook County, use [A3 form](#) instead of regular application.

Who Can Apply?

- Person named on the record if 18 years of age or older
- Parent(s) shown on the record
- Legal guardian or legal representative of the child.
 - Written evidence or guardianship or legal representation is required.
- **Social Service Agency, must have signed, notarized authorization from client, business card and ID from social worker/agency applying**

What is Needed?

ONE of the Following	OR TWO of the Following
<ul style="list-style-type: none"> ● Driver's license, ● State issued photo ID ● Passport <p>*can not be more than 6 months expired</p> <p>Click here for Cook County "Acceptable Forms of Identification".</p>	<ul style="list-style-type: none"> ● Medical/car insurance card ● Car registration paperwork ● Credit card statement ● Bank statement ● Paycheck stub with imprinted information ● Public assistance card ● Voter's registration card ● Active duty military ID with issued and expiration dates ● EBT Link Card (Illinois Electronic Benefit Transfer) ● Bill- with name and address <p>*only one bill can be submitted</p>

*St. Clair County will accept 2 things with the applicant's name on it in lieu of a photo ID. One must have a current address; both can be letters from an agency or shelter.

Indiana

Locale	Contact	Cost	Processing Time
Indiana Application *	1.800.457.8283 1-800-382-9480	\$10	180 days
Marion County	317.221.2400	\$15	

*PDF Application can be pre-filled before printing

Free for homeless youth. No information found on google.

Who Can Apply? [Link](#)

- Registrant
- Parents of Registrant
- Grandparents of the individual listed on the certificate
- Sibling (18 years old) of registrant
- Child or Grandchild (18 years or older)
- Current Spouse of individual named on the certificate
- Aunt or Uncle of individual named on the certificate (must show proof of relationship)
- Step-Parent of individual named on the certificate (must have ID with valid marriage certificate)
- Court-Appointed Legal Guardian (must have ID and provide guardianship papers with seal)
- Attorney representing registrant
- **Social Service Agency (must have signed, notarized authorization from client; business card and ID from social worker/agency applying; letter on letterhead)**

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Government Issued Driver’s License / State ID – front and back required ● US Military ID – front and back required ● Passport ● Veterans ID ● Green Mexico Consular ID 	<ul style="list-style-type: none"> ● Signed Social Security Card ● Department of Correction ID Card or Printout – must include a picture ● College School ID – with proof of current enrollment (transcript, letter from administration) ● Work ID Badge – with proof of current employment (computerized paycheck stub, letter from employer) ● Voter Registration Card – with name and current address ● Current Vehicle Registration – with name and current address (not Title of Ownership) ● Military Discharge (DD-214) ● Home Lease/Rental Agreement or Warranty Deed – with name, current address and signature(s)

Iowa

Locale	Contact	Cost	Processing Time
Iowa Application *	515.281.4944	\$15	4-6 weeks

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Spouse of Registrant
- Parents and Grandparents of Registrant
- Children, Grandchildren, and Siblings of Registrant
- Social worker
 - Letter on letterhead: including return address, email address, contact phone, and position at the organization
 - ID and Business card of SW
 - Guest ID (various options, call 515.281.7689 to verify)
 - Name, DOB, and SSN of guest, with guest signature

What is Needed? [Link](#)

All applications must be notarized.

ONE of the Following	OR TWO/THREE of the Following
<ul style="list-style-type: none"> ● Driver's License ● State Photo ID ● Work Photo ID ● School Photo ID (current school year only) ● Military ID ● Passport or Visa ● Permanent Resident Card (Form I-551) ● Employment Authorization Card (Form I-766) 	<ul style="list-style-type: none"> ● Expired driver's license, plus 1 other document in the same name ● Non-US passport, plus 1 other document in the same name ● Matricula Consular card, plus 1 other documents in the same name ● International driver's license, plus 1 other documents in the same name ● Foreign-issued voter's registration or identity card, plus 2 other documents in the same name ● Non-government issued identity card, plus 2 other documents in the same name ● Income Tax return ● Rent or mortgage receipts ● Car Title or Registration ● Court Documents ● Criminal Record ● Insurance Policy, Medicare or Medicaid Card ● Banking documents – credit or debit card with photo ● Utility bill – current and same mailing address ● Hospital Bill, Medical Card

Kansas

Locale	Contact	Cost	Processing Time
Kansas Application *	785.296.1400	\$20	1-2 weeks

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Parent listed on record
- Current Spouse of Registrant
- Sibling of Registrant
- Adult Child of Registrant
- Grandparent of Registrant
- Aunt or Uncle of Registrant

What is Needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Photocopy of driver's license ● Photocopy of state ID card ● Photocopy of passport or visa ● Photocopy of military ID 	<ul style="list-style-type: none"> ● Social security card ● Bank statement with current address* ● Car registration or title with current address* ● Utility bill with current address* ● Pay stub (must include your name, social security number plus name and address of business)

*All mail must match current address on application

VitalChek Observations

- 10/12/23: Ashrei Foundation assisted a young woman who did not have any photo ID or documentation. **VitalChek required the mailing address to match the billing address, required us to type in the driver's license number, issuing state and last 4 digits of social, then prompted with security questions, then required us to upload a copy of the photo ID.** The application was left incomplete since we didn't have anything to upload; we are pursuing a mail in application with support from the guest's mother.

Kentucky

Locale	Contact	Cost	Processing Time
Kentucky Application *	502.564.4212	\$10	

*PDF Application can be pre-filled before printing

Free for homeless youth - more information [here](#)

Who Can Apply?

- Registrant
- Parent of Registrant

What is Needed?

Only the completed application is needed.

Louisiana

Locale	Contact	Cost	Processing Time
Louisiana Application *		\$15.50	

*PDF Application can be pre-filled before printing

Office Communication

- **2/7/23:** An agency can apply on an individual's behalf with: a cover letter on letterhead, the completed application (with the agency representative listed as the applicant), written permission from the individual (does not need to be notarized), and a copy of the agency representative's work ID/business card and ID.

Who Can Apply?

- Registrant
- Current Spouse of Registrant
- Parent of Registrant Listed on Birth Certificate
- Adult Child of Registrant
- Sibling Sharing a Common Parent on Birth Certificate
- Grandparent of Registrant
- Grandchild of Registrant
- An attorney representing one of the above with a signed contract of representation or authorization

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Current state issued driver's license ● Current state issued picture ID that displays a photograph which clearly identifies the applicant. ● Current U.S. military identification card with photo ● Current U.S. issued or Foreign issued Passport ● U.S. Certificate of Naturalization (Form N-550, N-570 or N-578) ● U.S. Certificate of Citizenship (Form N-560 or N-578) ● Current student picture identification card from a college or university when accompanied by a 100% fee paid receipt for the current semester <p>*High School Students - a current school yearbook or a current school identification document with a photograph which clearly identifies the applicant.</p>	<ul style="list-style-type: none"> ● A W-2 form issued within the last two years ● Social Security card-signed ● Original adoption papers ● Official certified deeds or title to property ● Certificate of vehicle title ● Car Insurance Card ● Health Insurance Card ● Home Insurance Documents ● Payroll stub (cannot be handwritten) showing the name and social security number of the applicant. ● Current U.S. military dependent identification card that displays a photograph which clearly identifies the applicant. ● Original DD-214 Military Discharge document which clearly identifies the applicant. ● Voter's Registration application (certified true copy)

Maine

Locale	Contact	Cost	Processing Time
Maine Application *	207.287.3771	\$15	

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Spouse, must show marriage license
- Registered Domestic Partner, must show DP certificate
- Parent(s) of Registrant
- Guardian: must show court issued guardianship papers
- Attorney or Agent of person on record, must show a notarized statement from the person or his/her family or proof of contract.
- Family: Grandparent, Sibling, Step-parent, Step- child, Aunt, Uncle, Niece, Nephew, Mother in- law, Father-in-law, must show proof of relationship
- **Social Worker**

What is Needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's license ● Passport ● Other government issued picture identification card 	<ul style="list-style-type: none"> ● Utility bills, ● Bank statements, ● Car registration, ● Copy of income tax return, ● Personal check with address, ● A previously issued vital record/marriage license ● Letter from gov't agency requesting vital record (e.g. DHHS, WIC), ● Dept. of Corrections ID card ● Social Security card ● DD214 form ● Hospital birth worksheet ● License/rental agreement ● Pay stub or W-2 ● Voter registration card ● Medicare/Mainecare insurance card ● Private or public school photo ID ● College photo ID ● Employee photo ID ● Disability award from SSA

Maryland

Locale	Contact	Cost	Processing Time
Maryland Application	410.764.3038	\$10	6 weeks

Free for homeless individuals. Individual completes the BC application and the shelter submits a letter to accompany that. *The shelter must be in Maryland.*

Who Can Apply? [Link](#)

- Registrant
- Parent of Registrant
- Legal Guardian with proof of Guardianship
- Current Spouse
- A representative of: (1) the individual or a parent named on the certificate; or (2) the court-appointed guardian of the individual named on the certificate. The representative must have a letter signed by the individual, parent, or guardian, and certified by a notary public, stating that the representative has permission to obtain a copy of the certificate.

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Current Driver's License ● Current Government Issued Photo ID 	<ul style="list-style-type: none"> ● Pay stub ● Current car registration ● Bank statement ● Letter from a government agency requesting a vital record ● Lease/rental agreement ● Utility bill with current address ● Copy of income tax return/W-2 form

Massachusetts

Locale	Contact	Cost	Processing Time
Massachusetts Application	617.740.2600	\$32	30 business days

Who Can Apply? [Link](#)

- Registrant
- Child of registrant
- Parents of Registrant
- Father not listed on the record (requires documentation supporting paternity)
- Legal guardian (requires documentation supporting guardianship)
- Legal representative (requires documentation supporting representation)

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's License (Even if recently expired) ● Government Issued Photo ID (Even if recently expired) 	<ul style="list-style-type: none"> ● Utility Bills ● Social Security card ● Library Card ● Official Legal documents ● W-2 Form ● Pay Stubs ● State Issued IDCard (SNAP, Welfare, etc.) ● Inmate ID

Michigan

Locale	Contact	Cost	Processing Time
Michigan Application	517.335.8666	\$34	4-5 weeks

Free BC for homeless individuals. Apply for birth certificate and send check. Then apply for reimbursement through [this form](#).

Who Can Apply? [Link](#)

- Registrant
- Parent named on the record
- Legal guardian of registrant
 - Include court documents
- Licensed attorney of the Registrant

What is Needed? [Link](#)

ONE of the following	(or) THREE of the following
<ul style="list-style-type: none"> ● U.S. or Foreign Passport ● U.S. Passport Card ● U.S. Driver's License or ID Card ● U.S. Military Identification Card with both picture and signature ● Other U.S. or U.S. Territories issued document that meets the following criteria: <ul style="list-style-type: none"> ○ Document must be unexpired. ○ Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address. 	<ul style="list-style-type: none"> ● Any of the documents in Tier 1 document expired more than 5 years. ● Social Security Card (must be signed) ● Marriage or Divorce certificate ● Your child's birth certificate ● IRS form W-2 ● Paycheck stub ● Bank statement ● Voter registration ● Motor vehicle registration ● Health insurance card ● Utility Bill ● Doctor/hospital/dentist bill ● Religious or community organization documents, e.g. baptismal certificate ● Military DD-214 discharge paper or equivalent ● School records ● Letter or benefit statement from a government agency such as SSA or IRS ● Land or rental agreement ● Military ID with either a picture or signature. ● Other documents that establish identity to a degree equivalent to those listed above.

Minnesota

Locale	Contact	Cost	Processing Time
Minnesota Application *	651.201.5970	\$26	6 weeks
Hennepin County *	612.348.8919	\$26	2-3 weeks

*PDF Application can be pre-filled before printing

Free BC for homeless youth. [Application linked here.](#)

Who Can Apply? [Link](#)

- Registrant (must be 16 years old)
- Parent named on the subject's record
- The legal custodian, guardian, or conservator of the subject
 - Must include the court order

What is Needed? [Link](#)

All applications must be notarized

Mississippi

Locale	Contact	Cost	Processing Time
Mississippi Application *	601.206.8200	\$17	

*PDF Application can be pre-filled before printing

Office Communication

- **2/14/23:** An agency can apply on an individual's behalf if they do not have the following documentation with: a cover letter on letterhead, the completed application (with the individual listed as the applicant), written permission from the individual (does not need to be notarized), and a copy of the agency representative's work ID/business card and ID. Include copies of any documents the individual does have with their name on it.

Who Can Apply?

- Registrant
- Parent(s) listed on the birth record
- Spouse
- Sibling(s)
- Grandparent(s)/child(ren) of registrant
- Legal Guardian (guardianship papers must be provided)
- Legal representative of one of the above persons (proof of representation must be provided)

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Photo Driver's License ● Photo State Issued ID ● Employment ID ● School, College or University ID ● US Military ID ● Tribal ID ● Alien Registration/Permanent Resident Card ● Temporary Resident Card ● US Passport 	<ul style="list-style-type: none"> ● Social Security Card ● Utility Bill <ul style="list-style-type: none"> ○ showing address ● Medicaid Card + Snap/EBT card <ul style="list-style-type: none"> ○ showing address ● Work Identification ● Veteran Universal Access ID Card

Missouri

Locale	Contact	Cost	Processing Time
Missouri Application *	573.751.6387	\$15	
Kansas City	816.513.6309	\$15	
St. Louis City	314.613.3015	\$15	
St. Louis County *	314.615.1720	\$15	

*PDF Application can be pre-filled before printing

Free for homeless youth. Must be 21 or under. [Complete this affidavit](#) along with application.

Who Can Apply? [Link](#)

- the registrant
- a member of their family
- Their guardian, or
- one of their official representatives shall be considered to have a direct and tangible interest and may be issued a certified copy of a vital record such as a birth or death certificate.

What is needed? [Link](#)

ONE of the following	TWO of the following
<ul style="list-style-type: none"> ● A state issued driver's license that includes a photograph and date of birth ● A state issued identification card that includes a photograph and date of birth ● A U.S. military identification card that includes a photograph ● A U.S. passport with photograph ● A school identification card/document showing applicant's name, photograph, and date of school year ● Work identification card that includes the applicant's name, photograph, and company name 	<ul style="list-style-type: none"> ● Letter from government or social agencies ● School yearbook ● A W-2 form issued within last year in addition to a signed Social Security card with same SSN ● Social Security card or Social Security numident printout ● Court certified adoption papers that includes adopted parent(s) name ● Official certified deeds or title to property ● Certificate of vehicle title or registration documents ● Proof of auto insurance ● Insurance policy ● Medicaid/Medicare document or identification card ● A payroll stub that includes SSN ● Military discharge document (DD-214) ● Canceled duplicate check (must show name, address, signature, and name of institution) ● Utility bills which shows name and address of applicant ● Shelter name band (including name of shelter)

Montana

Locale	Contact	Cost	Processing Time
Montana Application *	406-444-2685	\$12	

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Parent
- Spouse (Must provide marriage license)
- Child (Must provide own birth certificate)

What is Needed? [Link](#)

ONE of the Following	OR TWO of the Following
<ul style="list-style-type: none"> ● Driver's License ● State ID Card ● Passport ● Military ID Card ● Tribal 	<ul style="list-style-type: none"> ● Social Security Card ● Credit/Debit/ATM ● Work ID Card Card ● Car registration/Insurance ● School ID Card ● Doctor/Medical record ● Library Card ● Fishing License ● Insurance Record ● US Military DD214 ● Pay Stub ● Utility Bill with a current ● Traffic/ Pawn ticket address ● Court record ● Voter Registration Card ● Year Book <p>*One must have a signature</p>

Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy). A Notarized Statement to Identify certified Birth or Death Certificate Applicant form must be obtained from the Montana Office of Vital Statistics. Please call (406) 444-2685 for this form.

Nebraska

Locale	Contact	Cost	Processing Time
Nebraska Application	402.471.2871	\$17	

Who Can Apply?

- Registrant
- Parents listed on the record
- Children (Must include own birth certificate)
- Current Spouse (Must include marriage record)

What is Needed?

ONE of the Following	
<ul style="list-style-type: none"> ● Valid Driver's License ● Valid State ID ● Valid Government ID ● Passport 	
(or)	
One from each column with Name, current address, and issued within the last 30 Days.	
<ul style="list-style-type: none"> ● Health Insurance Card (Must be the card) ● I9 or W4 ● Car Insurance card or Vehicle Registration ● School I.D. , Report Card, Transcripts (from the current school year) ● Lease agreement (current address) ● Tribal Enrollment documentation 	<ul style="list-style-type: none"> ● W2 (Previous year) ● Hospital Bill ● Doctors Bill ● Utility Bill ● Bank Statement ● Check Stub ● Signed Release Papers from Jail/prison from the last 30 days

Nevada

Locale	Contact	Cost	Processing Time
Nevada Application *	775.684.4242	\$25	
Southern Nevada Health District	702.759.1010	\$38	

*PDF Application can be pre-filled before printing

Free for homeless individuals. Complete [this application](#) and submit the required documents to prove identity. Application must be sent to Carson City.

Who Can Apply?

- Registrant
- Parent (Must be listed on the certificate)
- Grandparents (Must include birth certificate)
- Child of Registrant (Must include birth certificate with registrant listed as parent)
- Brother and sister (Must include birth certificate with a common parent)
- Grandchild

What is Needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Alien Registration or Permanent Resident Card ● Department of Corrections Identification Card ● Foreign Passport ● School, University or College Identification Card ● Tribal Identification Card ● U.S. B1 / B2 Visa Must be accompanied by a valid I-94 card. ● U.S. Certificate of Citizenship Form N-560 or N-561 ● U.S. Certificate of Naturalization Form N-550 or N-570 ● U.S. Citizen Identification Card Form I-197 ● U.S. Military Identification Card ● Valid Driver's License ● U.S. State or Territory Issued Identification Card 	<ul style="list-style-type: none"> ● Birth Certificate of Applicant ● Consular Identification Card ● DD-214 Military Discharge Paperwork ● Divorce Decree ● Government Issued Work Identification ● Federal, State or County Hunting or Fishing License ● Marriage License ● Medicaid Card ● Social Security Card ● Voter Registration Card ● Motor Vehicle Registration or Title ● Probation or Parole Documents ● Property Tax Receipt ● Selective Service Card ● Social Services Card ● Work Identification ● Paycheck Stub or W-2
<p>** All must be current and have a current photo **</p>	

New Hampshire

Locale	Contact	Cost	Processing Time
New Hampshire Application *	603.271.4650	\$15	

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Parent of Registrant
- Child of Registrant

What is Needed?

<p>ONE of the Following:</p> <ul style="list-style-type: none"> • Valid Driver's License • Government Issued Photo ID 	<p>OR TWO of the Following:</p> <ul style="list-style-type: none"> • Utility Bills • Social Security Card • DD-214 • Bank Statements • Hospital Birth Worksheet • Car Registration • Lease/Rental Agreement • Copy of income tax return • Pay stub (W-2) • Personal check with address • Voter Registration Card • A previously issued vital record/marriage license • Disability award from SSA • DHS, WIC documents • Department of Corrections Identification Card
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***If a document with the person's name and address is not provided or does not match the mailing address the [NOTARIZATION FORM](#) must be submitted.**

New Jersey

Locale	Contact	Cost	Processing Time
New Jersey Application *	609.292.4087	\$31	12-14 weeks
Newark	973.733.6510	\$25	4 weeks
Trenton	609.989.3000	\$20	
Jersey City, NJ	201.547.5150	\$20	3-4 weeks

*PDF Application can be pre-filled before printing

Free for homeless individual. A case worker can request on behalf of the client. What we need from you is a work ID, a letter of request on a letterhead from the shelter, complete the application form (see attachment) and send it to our office. The Vital record will be mailed to you, and we will send it to the address on the letterhead (business address). [Delegation of authority](#) form.

City of Jersey ONLY

- **9/19/23:** Per phone conversation a staff person can apply on behalf for a Jersey City BC with work ID, copy of license, letter on letterhead. Staff person should complete the information on the top of the application; the registrant should complete the info on the bottom.

Who Can Apply? [Link](#)

- Registrant
- Registrant’s parent, legal guardian or legal representative
- The subject’s spouse/civil union partner;
- Child, grandchild or sibling (if of legal age)
- A state or federal agency for official purposes
- Pursuant to court order

Must provide proof of relationship

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Valid photo driver's license ● Photo non-driver's license with current address 	<ul style="list-style-type: none"> ● Vehicle registration ● Vehicle insurance card ● Voter registration ● US/Foreign Passport ● Immigrant Visa ● Permanent Resident Card (Green card) ● Federal/State ID ● County ID ● School ID

	<ul style="list-style-type: none">● Bank Statement (within previous 90 days)● Utility bill (within the previous 90 days)● W-2 for current/previous tax year
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New Mexico

Locale	Contact	Cost	Processing Time
New Mexico Application	505.827.0121	\$10	6-12 weeks

Free BC for homeless individual. Submit [“HOMELESS SELF-ATTESTATION FORM”](#) along with standard application and identification requirements.

Who Can Apply?

- Registrant
- Parent of Registrant
- Sibling
- Child, grandchild
- Current spouse
- Maternal or paternal grandparent if father is on the record

*Must provide proof of relationship

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Valid Government Issued Driver’s License ● Valid Government Issued Identification Card ● Valid Government Issued Passport ● Valid Government Issued Mexican Matricula ● Valid Government Issued Military ID ● Foreign passport w/visa and I-94 	<ul style="list-style-type: none"> ● Social Security Card with Signature ● Baptismal Certificate ● School Records ● Marriage Application ● Social Security Numident ● Voter’s Registration Card ● Medical Records ● Tax Form ● Tribal ID ● School ID

New York

Locale	Contact	Cost	Processing Time
New York Application *	855.322.1022	\$30	
New York City *	212.639.6375	\$15	6-8 weeks

(People born in New York City MUST apply through the city.)

*PDF Application can be pre-filled before printing

Who Can Apply? [Link](#)

- The person named on the birth certificate.
- A parent of the person named on the birth certificate. The requesting parent's name must be on the birth certificate.
- A spouse, child or others, but only by order of a New York State court.

What is Needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's license ● State-issued, non-driver photo-ID ● Passport ● U.S. Military-issued, photo-ID 	<ul style="list-style-type: none"> ● Utility or telephone bill ● Letter from a government agency dated within the last six months <p>*must have name and address</p>

North Carolina

Locale	Contact	Cost	Processing Time
North Carolina Application *	919.733.3000	\$30	

*PDF Application can be pre-filled before printing

Who Can Apply?

- Registrant
- Registrant's spouse
- Sibling
- Stepparent or stepchild

What is Needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Current state-issued driver's license* ● Current state-issued non-driver photo ID card* ● Current Passport or Visa ● Current U.S. military ID ● Current Department of Corrections photo ID card <ul style="list-style-type: none"> ○ Must be dated within the last year ● Current student ID card with copy of transcript <p>*address must match requestor's address on application</p>	<ul style="list-style-type: none"> ● Temporary driver's license ● Current utility bill with current address ● Car registration or title with current address ● Bank statement with current address ● Pay stub with current address ● Income tax return/W-2 form showing current address ● Letter from government agency dated within the last six months and showing current address ● State-issued concealed weapon permit showing current address

North Dakota

Locale	Contact	Cost	Processing Time
North Dakota Application *	701.328.2360	\$15	1 week

*PDF Application can be pre-filled before printing

Who can apply? [Link](#)

- Registrant (If at least 16 years old)
- Parent of Registrant listed on record

What is needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's License <ul style="list-style-type: none"> ○ Not expired more than 30 days ● Government issued photo ID ● Tribal ID card ● Military ID ● US Passport ● US Visa ● Permanent Residency card 	<ul style="list-style-type: none"> ● Auto Insurance Card <ul style="list-style-type: none"> ○ Must contain current address and cannot be expired. ● Bank Statement <ul style="list-style-type: none"> ○ Must contain current address and be less than three months old ● DD-214 ● Income Tax Return <ul style="list-style-type: none"> ○ From the current or prior year. ● Motor Vehicle Registration Card <ul style="list-style-type: none"> ○ Must be less than a year old with current address ● Prison Admission or Release Record <ul style="list-style-type: none"> ○ Must include a letter from parole officer ● School, University or College ID Card ● Social Security Card ● Social Services Card ● Tribal Enrollment Record ● Utility Bill <ul style="list-style-type: none"> ○ Current address and issued with in 90 days ● Voter Registration Card ● Weapons Permit ● Work ID/Pay Stub/W2

Ohio

Locale	Contact	Cost	Processing Time
Ohio Application *	614.466.2531	\$21.50	4-6 weeks

*PDF Application can be pre-filled before printing

Who can apply?

- Ohio vital records are public, so anyone with the proper information (parent names etc) can apply

What is needed?

Only the completed application is needed.

Oklahoma

Locale	Contact	Cost	Processing Time
Oklahoma Application *	405.426.8880	\$15	

*PDF Application can be pre-filled before printing

Who can apply?

- Registrant if 15 or older
- Parent of Registrant on Record
- Attorney for Subject or Adoptive Parents
- Adoptive Parents
- Rep with Power of Attorney document
- Legal Guardian

What is needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's license or State ID ● Foreign Issued Passport with Visa (I-94) ● United States of America B1/B2 Visa/Border Crossing Card – Form DSP-150 ● Government issued Military photo ID (VA photo ID included) ● Tribal Photo Identification Card containing the bearer's signature ● Oklahoma Self-Defense Act (SDA) License or OK Concealed Carry permit ● Resident Alien Card (Form I-551) ● Employment Authorization Card (Form I-766) ● Employment Authorization Card (Form I-688A) ● Temporary Resident Card (Form I-688) ● Oklahoma institute of higher education ID <p>**Can be 3 years expired**</p>	<ul style="list-style-type: none"> ● Pay stub or W2 ● Bank statement or utility bill ● Social Security card (must be signed) or SSA record earnings statement with current address ● US Selective Service Card ● School photo identification along with a report card or other proof of current enrollment ● Oklahoma <u>lifetime</u> hunting or fishing license ● Marriage certificate ● Separation or divorce judgment ● Car registration, title or security verification form issued to the applicant with current address ● Benefit statements from DHS, WIC or SSA ● Non-Oklahoma DOC ID cards IF also provide release/discharge papers showing name and current address ● Official Change of Address Notice letters from United States Postal Service (USPS) ● Voter's Registration Card that shows a current name and address

Oregon

Locale	Contact	Cost	Processing Time
Oregon Application *	971.673.1190	\$25	

*PDF Application can be pre-filled before printing

Free for homeless individual. Must apply through a participating organization in Oregon. [See this list](#) to find an organization in the county they were born in.

Who can apply?

- Registrant (person named on the record) aged 15 or older,
- Registrant's current spouse or domestic partner who is registered by the state,
- Registrant's adult child
- Parent of Registrant
- Current step-parent until child is age 18
- Siblings
- Grandparent, grandchild

What is needed? [Link](#)

ONE of the Following	(or) THREE of the Following
<ul style="list-style-type: none"> ● Current, valid passport or passport card with photo. ● Current, valid driver's license or ID card. ● Tribal membership or ID card with photo and address ● US alien registration card with photo. ● Armed services ID card with photo. ● Current student body card with name and photo (high school students only). ● Consulate card (Matrícula Consular) with photo and address. ● Citizen ID with photo. ● Permanent resident card with photo. ● State or Federal government ID badge with photo. 	<ul style="list-style-type: none"> ● Selective Service Card or military discharge paper (must be original). ● US Immigration or naturalization papers. ● Official papers issued by courts of record which include date of birth. ● Official corrections department or parole papers showing date of birth and full name. ● Personalized check or savings account passbook. ● Monthly banking or mortgage account statement (Document must be no more than 30 days old.)\ ● Recent utility or other bill with current address (Document must be no more than 30 days old.) ● Recent paycheck stub or paycheck (official company type only). (Document must be no more than 30 days old.) ● Voter registration card issued by a county elections department. ● Valid food stamp, welfare, or unemployment identification. ● Medical or hospital insurance card. ● Tax statements – W-2 forms, etc. ● Union membership card. ● Rental Agreement that displays the rental property header/logo, is the current property of residence, is signed by the property manager, and shows that ID verification has taken place.

Pennsylvania

Locale	Contact	Cost	Processing Time
Pennsylvania Application *	724.656.3100	\$20	

*PDF Application can be pre-filled before printing

Who can apply? [Link](#)

- Registrant
- Spouse
- Parent or step-parent. A step-parent must also submit a marriage certificate
- Brother, sister, half-brother, half-sister
- Son or daughter
- Grandparent or great-grandparent
- Grandchild or great-grandchild
- Power of Attorney
- Attorney or legal representative of the person named on the birth certificate

Free BC for homelessness in PA

Pennsylvania has [an application](#) for people experiencing homelessness with the fee waived. A staff person must serve as the advocate which requires filling out the second page of the application, photocopy of ID, and letter on official stationery.

What is needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's License ● License to Carry Firearms/Carry and Conceal Permit ● Inmate Identification Card <ul style="list-style-type: none"> ○ With release papers ● Military Identification Card ● Medical Marijuana Identification Card ● Passport ● State-issued Identification Card 	<ul style="list-style-type: none"> ● Lease/Rental Agreement ● Utility Bill ● Vehicle Registration or insurance policy ● Tax Return/W-2 form ● Social Security Statement ● Bank or Credit Card Statement <p>**Two pieces of non junk mail is also accepted</p>

Rhode Island

Locale	Contact	Cost	Processing Time
Rhode Island Application	401.222.2811	\$25	12 weeks

Who can apply?

- Registrant
- Registrant’s Parent
- Sibling of Registrant
- A person who needs information to determine or protect personal or property rights
- A person with a court order instructing the registrar to provide the record

What is needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver’s license ● Passport ● Military identification ● Certificate of naturalization, or alien registration card. 	<ul style="list-style-type: none"> ● Utility bill ● Bank statement ● Car registration ● Copy of income tax return <p>*May also accept other documents with name and current address- call to confirm eligibility of specific documents</p>

South Carolina

Locale	Contact	Cost	Processing Time
South Carolina Application *	803.898.3630	\$12	

*PDF Application can be pre-filled before printing

Who can apply?

- The person named on the certificate (if you are at least 18 years old)
- The parent(s) named on the birth certificate
- The legal guardian(s) of a minor or adult (must present a certified court order establishing guardianship/custody)
- A legal representative of one of these.

What is needed? [Link](#)

ONE of the Following
<ul style="list-style-type: none">● Any DMV Office issued picture identification● Current school or employer picture identification card● Military card (unexpired – active duty or retired member)● United States Passport● Foreign Passport● Re-Entry Permit● Refugee Travel Document● United States Citizen Identification Card (form I-197)● Temporary Resident Card● Permanent Resident Card● Weapon or gun permit

South Dakota

Locale	Contact	Cost	Processing Time
South Dakota Application	605.773.4961	\$15	

Who can apply? [Link](#)

- Registrant
- Registrant's Current Spouse
- Registrant's Parent
- Legal Guardian
- Adult Child of Registrant
- Social worker with notarized consent form

What is needed? [Link](#)

No documentation is needed if there is a notarized application.

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's License ● State ID ● Official Photo ID 	<ul style="list-style-type: none"> ● Copy of Social Security Card ● Utility bill with current address ● Bank statement with current address ● Copy of car registration or title with current address ● Pay stub (must include your name, social security number, and the address of the business)

Tennessee

Locale	Contact	Cost	Processing Time
Tennessee Application	615.685.4700	\$15	4 weeks

Who can apply?

- Registrant
- Immediate family of registrant
- Someone with a notarized signed consent form signed by the registrant

What is needed? [Link](#)

No documentation is needed if there is a notarized application. If notary is needed, can use [this form](#).

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Current driver's license, including the issue and expiration date. ● Current passport ● Military I.D. card ● Alien, temporary or permanent resident card ● Employment authorization card ● U.S. Certificate of Naturalization ● Certificate of Citizenship or Citizenship I.D. card 	<ul style="list-style-type: none"> ● Current pay stub or W2 ● Vehicle registration with name and current address ● Voter Registration card ● Military Discharge (DD214) ● Utility Bill, Bank Statement or deposit slip with name and current address ● Health care coverage card ● Medical record ● Application page of an insurance policy ● Signed Social Security Card

Texas

Locale	Contact	Cost	Processing Time
Texas Application	888.963.7111	\$22	5-6 weeks

Free for homeless youth.

Who can apply?

- Registrant
- Child of Registrant
- Parent/guardian
- Brother/sister
- Grandparent
- Spouse

What is needed? [Link](#)

All applications must be notarized.

Group A (ONE)	(or) Group B (TWO)	(OR) ONE from (B) and TWO of the Following
<ul style="list-style-type: none"> ● Driver's license from a U.S. state ● Federal or state ID card ● Military ID card ● U.S. passport 	<ul style="list-style-type: none"> ● Current student ID ● Any <u>Primary Acceptable ID from Group A</u> that is expired ● Signed Social Security card or <u>Numident</u> ● Medicaid card or Medicare card ● Veterans Affairs card ● Medical insurance card ● Private company employment ID card 	<ul style="list-style-type: none"> ● Recent utility bill or cell phone bill with current address ● Recent paycheck stub ● Any <u>Secondary Acceptable ID from Group B</u> that is expired ● Public assistance applications or letters ● Signed valid voter's registration card ● Police report of stolen ID ● Official school transcript ● Bank account statement ● Social Security letter ● Automobile insurance card or contract ● Lease agreement ● Court order ● Property title or lien ● Automobile title or registration ● Library card ● Fishing or hunting license ● Recent medical record or bill ● Federal, state, or local tax records

Utah

Locale	Contact	Cost	Processing Time
Utah Application	801.538.6105	\$22	

Free for homeless individual. Apply through the mail with the state application and this [certification of homelessness form](#). Must be a registered service provider. Use [this form](#) to register. *(Only Utah agencies.)*

Who can apply?

- Registrant
- Spouse of Registrant
- Parent of Registrant
- Grandparent
- Sibling of Registrant
- Adult child of Registrant

What is needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Government Issued Photo Drivers License Work ● Government Issued Photo Identification ● Government Issued Work Identification ● Employment Card ● U.S. Military Identification Card ● Tribal Identification Card ● Pilot License ● Alien Registration Card ● Permanent Resident Card ● Temporary Resident Card ● U.S. Passport ● Foreign Passport ● U.S. Certification of Naturalization ● Certificate of U.S. Citizenship ● U.S. Citizen Identification Card ● Matricula Consular Card ● Concealed Weapon Permit ● Mexican Voter Registration Card ● Jail/Prison Release Form (with picture) 	<ul style="list-style-type: none"> ● Work Identification/Paycheck/W-2 ● University or College Identification Card ● Social Security Card ● Voter Registration Card ● U.S. Military Separation/DD-214 ● Motor Vehicle Registration/Title ● Marriage License (not issued by Utah State Vital Records) ● Court Order or Court Documents ● Jail/Prison Documents ● Probation Documents ● Property Tax Receipt ● Veterans Universal Access Identification Card ● Selective Service Card ● Hunting/Fishing License ● Insurance Card or Documents ● Utility Bill ● Business License ● Professional License

Vermont

Locale	Contact	Cost	Processing Time
Vermont Application	802.863.7275	\$10	

Who can apply?

- Registrant
- Spouse of Registrant
- Child of Registrant
- Parent of Registrant
- Sibling of Registrant
- Grandchild of Registrant
- Grandparent of Registrant
- Legal Guardian of Registrant

What is needed?

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● U.S. issued Driver's License or ID Card ● U.S. Resident Alien Card ● U.S. Green Card ● U.S. Territories Driver's License/ID Card ● U.S. Permanent Resident Card (Form I-551) ● Tribal ID Card containing your signature ● U.S. Employment Authorization ● U.S. Military ID Card (Form I-765) ● Passport: U.S. or Foreign issued ● Valid State of Vermont Employee ID ● VISA: U.S. issued and included within a Passport ● Documentation from Vermont Department of Corrections substantiating identity 	<ul style="list-style-type: none"> ● Employee Photo ID Card with a Pay Stub or ● U.S. Internal Revenue W-2 Form School, ● University or College Photo ID with Report Card or other proof of current enrollment ● Federal or State Corrections or Prisons issued ID ● Social Security or ● Medicare Card with your signature ● Pilot's license ● Car Registration or Title with current address ● U.S. Selective Service Card ● Voter's Registration Card ● Filed Federal Tax Form with current address and signature ● Bank Statement ● Property or Utility Bill with current address

Virginia

Locale	Contact	Cost	Processing Time
Virginia Application	804.662.6200	\$12	

Office Communication

- **5/16/23:** Per phone conversation social worker can apply on behalf by checking the box for “other”. Include notarized authorization and work ID or photo ID.

Who can apply?

- Registrant
- Parent of Registrant
- Adult child of Registrant
- Spouse of Registrant
- Adult sibling of Registrant
- Grandparent of Registrant
- Legal Guardian of Registrant w proper documentation

What is needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Photo Driver’s License ● Learners/Instruction Permit ● State ID ● Current Photo Identification Card - (school or employment with identification number; check cashing cards are not acceptable) ● Unexpired U.S. Military Card of an active duty or retired member ● U.S. Passport or passport card - unexpired <p>*More options listed in above link.</p>	<ul style="list-style-type: none"> ● U.S. Selective Service Card ● U.S. Military Discharge Papers (form DD214) ● Certified School Records/Transcript ● Certificate of Enrollment issued by Virginia Department of Education ● Life insurance policy ● Health care insurance card – (i.e. Medicare Card, Medicaid Card) ● Unexpired Welfare/Social Services identification card with photo ● State issued driver’s license or learner’s/instruction permit with photo ● State issued photo identification card - expired not more than 5 years ● U.S. Passport or passport card - expired not more than 5 years ● Unexpired Military Dependent I.D. card with photo ● Foreign Passport - expired not more than 5 years with a U.S. VISA ● Veterans Universal Access Identification Card

Washington

Locale	Contact	Cost	Processing Time
Washington Application	360.236.4300	\$25	1-3 weeks

Free for homeless individuals. For more information, follow [this link](#). *Must reside in Washington to be eligible.*

Who can apply? [Link](#)

- Registrant
- Parent of Registrant
- Sibling of Registrant
- Grandparent/grandchild of Registrant
- Spouse
- Stepparent
- Legal Guardian of Registrant
- Child/Stepchild

What is needed? [Link](#)

ONE of the Following	(or) TWO of the Following
<ul style="list-style-type: none"> ● Driver's license, or permit ● State ID ● U.S. passport or card ● Consulate card ● Foreign passport ● Permanent resident card ● Tribal membership ID ● U.S. Immigration or naturalization papers ● U.S. Armed Services ID card ● U.S. Bureau of Indian Affairs ID ● U.S. Certificate of Citizenship or Naturalization ● U.S. Citizenship and Immigration Service ID ● U.S. Refugee Travel Document ● US alien registration card ● I-327 U.S. Permit to Re-Enter Travel Document ● I-766 Employment Authorization NEXUS, SENTRI, or FAST border crossing card ● U.S. Merchant Mariner's card ● U.S. B1/B2 Visa Border Crossing Card (Form DSP-150) 	<ul style="list-style-type: none"> ● Any of the government issued identity documents listed if expired more than 60 days or does not contain a photograph ● Adoption court order or decree ● Auto insurance policy ● Business mail from state or federal agency dated within 2 months ● Company identification card ● Current student body card (high school students only) ● DSHS benefits letter indicating unexpired benefits ● Individual Tax Identification Number ● Letter attesting residence in alternative housing on company letter head with a phone number that could be used in verification of the facility ● Letter from a government agency that you're an employee of and that we have an agreement with ● Letter from DCYF Children's Administration for foster youth

West Virginia

Locale	Contact	Cost	Processing Time
West Virginia Application *	304.558.2931	\$12	1 week

*PDF Application can be pre-filled before printing

Who can apply? [Link](#)

- Registrant
- Parents and Grandparents of Registrant
- Spouse of Registrant
- Children and Grandchild of Registrant
- Siblings of Registrant

What is needed?

Just the completed application is needed

Wisconsin

Locale	Contact	Cost	Processing Time
Wisconsin Application *	608-266-1373 x 4	\$20	2+ weeks

*PDF Application can be pre-filled before printing

Who can apply? [Link](#)

- Registrant
- Parent of Registrant
- Sibling of Registrant
- Current Spouse of Registrant
- Child of Registrant
- Grandparent of Registrant
- Legal Guardian of Registrant
- **Social Service Agency**
 - **must have signed, notarized authorization from client, business card and ID from social worker/agency applying**

What is needed? [Link](#)

One of these	(or) Two of these
<ul style="list-style-type: none"> ● State-issued driver's license or ID card ● U.S. government-issued photo ID ● U.S. or foreign passport ● Tribal or military ID card 	<ul style="list-style-type: none"> ● Bank/earnings statement ● Current, dated, signed lease ● Health insurance card ● Utility bill or traffic ticket ● Vehicle registration/title

Wyoming

Locale	Contact	Cost	Processing Time
Wyoming Application	307.777.7591	\$25	

Who can apply? [Link](#)

- Registrant
- Parent of Registrant listed on record

What is needed? [Link](#)

A notarized signature is accepted as valid identification.

ONE of the Following
<ul style="list-style-type: none">● Driver's License● Passport● Retired or Dependent Military ID● State ID Card● Tribal ID● U.S. Concealed Weapons Permit● Consular Card● State or Federal Prison Corrections ID

Consular Report of Birth Abroad (CRBA)

Locale	Contact	Cost	Processing Time
US Citizens Born Overseas	202-485-8300	\$50	4-8 Weeks

Who Can Apply? [Link](#)

- The individual listed on the birth record (if age 18 or older)
- A parent (for minors under age 18)
- An authorized government agency, or
- A person with [written authorization](#) from the individual listed on the birth record

What is needed? [Link](#)

A notarized signature is required.

ONE of the Following

Photocopy of the front and back of your valid photo ID. Examples include:

- State-issued driver's license
- Non-driver photo ID
- Military ID
- Passport
- Veterans Affairs ID
- Prison ID

Free BC For People Experiencing Homelessness

***California:** Complete the “[AFFIDAVIT OF HOMELESS STATUS FOR FEE EXEMPT CERTIFIED COPY OF BIRTH CERTIFICATE](#)” and submit it with application.

District of Columbia: Please review [this document](#) for more information and access the application [here](#). Contact Homeless Service Program Office, (202) 399-7093, if you have additional questions.

Hawaii: Submit a letter verifying the person is homeless along with application. [Here is an example letter](#). (Must be a HI agency.)

***Illinois:** [Complete this form](#) and print it on agency letterhead to apply for a free BC. Must be an Illinois agency applying. If the person is born in Cook County, use this [application](#) instead. Can apply outside of Illinois.

Maryland: Individual completes the BC application and the shelter submits a letter to accompany that. The shelter must be in Maryland.

Michigan: Apply for birth certificate and send check. Then we can apply for reimbursement through [this form](#).

***Nevada:** Complete [this application](#) and submit the required documents to prove identity. Application must be sent to Carson City.

***New Jersey:** More information available through [this link](#). Include a work ID, a letter of request on a letterhead from the shelter, complete the [application form](#) and send it to the state office. The Vital record will be mailed to the address on the letterhead (business address).

***New Mexico:** Submit “[HOMELESS SELF-ATTESTATION FORM](#)” along with standard application and identification requirements.

Oregon: Must apply through a participating organization in Oregon. [See this list](#) to find an organization in the county they were born in.

Pennsylvania: [Information here](#). Likely outdated.

Utah: Apply through the mail with the state application and this [certification of homelessness form](#). Must be a registered service provider. Use [this form](#) to register. (Only Utah agencies.)

Washington: For more information, follow [this link](#). Must reside in Washington to be eligible.

Free BC for Homeless Youth

Connecticut:

Florida: Complete [this form](#).

Indiana:

Kentucky: more information [here](#)

Minnesota: [Application linked here](#).

Missouri: Must be 21 or under. [Complete this affidavit](#) along with application.

Texas:

Sources

Monts, R., & Pinto-Gouveia, G. (2023, April 5). *State Laws on Vital Records*. SchoolHouse Connection. <https://schoolhouseconnection.org/state-laws-on-vital-records/>