

Application for a copy of a North Carolina Divorce Certificate

1. A certificate search costs \$24 and includes one copy if the certificate is located. The search covers a three-year period. Requests are processed in the order received and can take up to four months plus the mail delivery time. The search fee is required to process a request and is non-refundable even if a record cannot be located. For current processing times for expedited requests, visit <https://vitalrecords.nc.gov/processing-dates.htm>. State statute requires that vital records process payment upon receipt of your application. Hence, there will be a lag between the date your payment is processed and the date you receive your order.
2. A separate application form must be submitted for each individual certificate being requested, and a separate VitalChek processing fee is required for each separate application. ("LexisNexis VitalChek Network Inc. is in partnership with the North Carolina to enable enhanced electronic processing of mail-in vital record applications.")
3. Due to identity theft and other fraudulent use of vital records, ID of the person requesting a certificate is REQUIRED. Requests that do not include ID will be returned. You MUST include a legible photocopy of one of the photo IDs listed below with your request:

SEND WITH COMPLETED APPLICATION: Choose ONE primary ID or at least TWO secondary IDs if a primary ID isn't available

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| Primary Photo ID (1) for all applicants | Applicants will provide one form of original, valid, unexpired, undamaged forms of a government-issued photo-ID if Primary Photo ID is not available, please see requirements for Applicants Without Primary Photo ID below. |
| | • Current state-issued driver's license (<i>address must match requestor's address on application</i>) |
| | • Current state-issued non-driver photo ID card (<i>address must match requestor's address on application</i>) |
| | • Current Passport or Visa (<i>must include photo</i>) |
| | • Current U.S. military ID |
| | • Current Department of Corrections photo ID card dated within the last year or release/discharge |
| | • Current state or U.S. government agency photo ID card (<i>for persons requesting certificates as part of that agency's business</i>) |
| | • Current student ID card with copy of transcript |

OR

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| Secondary identification for applicants without primary photo ID | Applicants without any of Primary Photo ID documents listed above must provide two forms of Alternate Identification from the list below. (All options must show full name, current address and/or signature where appropriate) |
| | • Temporary driver's license |
| | • Current utility bill with current address (<i>phone, gas, electric</i>) |
| | • Unexpired vehicle registration/title |
| | • Bank statement with current address |
| | • Pay stub with current address dated within the last 60 days |
| | • Previous year W-2 |
| | • Letter from government agency dated within the last six months and showing current address |
| • State-issued concealed weapon permit showing current address | |

4. North Carolina divorce certificates are available from 1/1/1958 to the present. The following certificate entitlement requirements provide legally entitled applicants to receive North Carolina divorce certificates:

| Relationship to person named on certificate | Additional Documentation Required (<i>in addition to the required identification listed above</i>) |
|---|--|
| Parent/Stepparent | A copy of the marriage certificate to the named parent |
| Spouse | Must be the current spouse and provide a copy of the marriage certificate and/or a notarized statement naming you as the current spouse |
| Child/Stepchild | A copy of your certified birth certificate or your parent's marriage certificate supporting the stated relationship or a notarized statement naming you as the child or stepchild of the registrant. |
| Sibling | A copy of your birth certificate supporting the stated relationship |
| Grandparent | A copy of <u>your child's</u> birth certificate supporting the stated relationship |
| Grandchild | A copy of your birth certificate and your parent(s) birth certificate supporting the stated relationship |
| Legal Guardian/Custodian | A copy of the certified court order, naming you as legal guardian or legal custodian |
| Legal Representative | Attorney's ID and bar card + a copy of the retainer agreement or typed letter on firm's letterhead authorizing retrieval of the record |
| Power of Attorney | A notarized copy of Power of Attorney agreement naming you as an authorized agent to receive the certificate |

¹ If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

* If you are required to present your own birth certificate as proof of entitlement and you were born in NC, you do not need to provide your certificate.

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STEP 1: CERTIFICATE INFORMATION (please print)

| | | | | |
|-------------------------------------|--------|---|--------|---|
| Full name of Husband/Spouse | | | | |
| First | Middle | Last | Suffix | Last name prior to first marriage (if applicable) |
| Full name of Wife/Spouse | | | | |
| First | Middle | Last | Suffix | Last name prior to first marriage (if applicable) |
| Date of Divorce (MM/DD/YYYY) | | County where divorce decree was issued (provide city or town if county is unknown) | | |

STEP 2: INFORMATION ABOUT PERSON REQUESTING THE CERTIFICATE

| | | | | |
|---|--------|-------------|----------------------|--------------------|
| Your full name (applicant) | | | | |
| First | Middle | Last | Suffix | |
| Your street address (P.O. box cannot be used for expedited shipping) | | City | State | Zip Code |
| E-mail address (for communication & status updates) | | | Daytime phone | |
| Your relationship to the person named on the certificate (select one) | | | | |
| <input type="checkbox"/> Self <input type="checkbox"/> Current Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Authorized agent/attorney/legal representative (proof required) | | | | |
| <input type="checkbox"/> Other - Please specify (may not be entitled to a certified copy): _____ | | | | |
| Reason for request (select one) | | | | |
| <input type="checkbox"/> Apostille/Authentication <input type="checkbox"/> Inheritance/Estate Settlement <input type="checkbox"/> Marriage (International) <input type="checkbox"/> Social Security Card/Benefits <input type="checkbox"/> Genealogy/Family History <input type="checkbox"/> Insurance/Pension/Retirement <input type="checkbox"/> Marriage (US Only) <input type="checkbox"/> Government Assistance/Benefits <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Personal Records/Use | | | | |
| I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26A) to make a false statement on this application or to unlawfully obtain a copy or a certified copy of a birth certificate. | | | | |
| Signature of person requesting the certificate: _____ | | | | Date: _____ |

STEP 3: COST


| Number of copies: | Qty | Price/ea | Total |
|---|-----|-----------|-----------|
| Certified, first copy (suitable for legal purposes) | | \$24.00 | |
| Certified, additional copies (max 5) | | X \$15.00 | |
| Uncertified, first copy (not suitable for legal purposes) | | \$24.00 | |
| Uncertified, additional copies (max 5) | | X \$15.00 | |
| A TOTAL FOR ALL COPIES ABOVE | | | \$ |

| | | |
|---|---------|-----------|
| Select Delivery Method (select one): | | |
| UPS Next Day Air | \$20.00 | |
| UPS Alaska, Hawaii, Puerto Rico | \$25.50 | |
| UPS to Canada or Mexico | \$26.50 | |
| UPS Worldwide Expedited | \$37.00 | |
| U.S. Postal Service Regular Mail | \$ 0.00 | |
| B TOTAL FOR SELECTED DELIVERY | | \$ |

Note: UPS will not deliver to a P.O. box. Processing time may take 120+ days.

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| C TOTAL FOR VITALCHEK PROCESSING AND HANDLING FEE (non-refundable) | \$ 6.00 |
| TOTAL AMOUNT DUE = A + B + C | \$ |

STEP 4: PAYMENT INFORMATION

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|--|-----------------|
| Select payment method (submit separate payment for each application) | |
|  <input type="checkbox"/> Credit Card <input type="checkbox"/> Personal Check <input type="checkbox"/> Money Order | |
| PLEASE DO NOT SEND CASH | |
| Credit Card Information (if paying by credit card) | |
| Credit Card Number | Expiration Date |
| Cardholder's Signature | Date |
| <i>Charges will appear on your credit card statement as: VCN NC VITAL RECORDS</i> | |
| If paying by check or money order, please make payable to VITALCHEK. | |

STEP 5: MAIL YOUR COMPLETED AND SIGNED FORM

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| Please mail your completed form, with ID and additional documentation (if required) to: | |
| NCOVR Attn: VC Certificate Orders 1903 Mail Service Center Raleigh, NC 27699-1900 | Please do not include a pre-paid express mail envelope with your request. Select a delivery method from the delivery method box to the left. |

For expedited order placement and processing, please visit VitalChek.com.