

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

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.
	<ul style="list-style-type: none"> 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

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. (<i>All options must show full name, current address and/or signature where appropriate</i>)
	<ul style="list-style-type: none"> Temporary driver's license Current utility bill with current address (phone, gas, electric) 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. If you are not one of the persons named on the birth certificate (*parents or child*), you must also send additional documentation (*as shown below*) with your completed application to prove your relationship to the person named on the certificate or your legal need to the certificate.
** North Carolina birth certificates are available from 1913 to the present.

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
Social Worker	Unexpired government issued work ID + a copy of court order placing the child in your custody or typed letter on agency letterhead identifying the case number and authority to retrieve the record
Power of Attorney	A notarized copy of Power of Attorney agreement naming you as an authorized agent to receive the certificate
Law Enforcement	Can only request copies of uncertified records if it pertains to a criminal or fraudulent matter. You must fax the Fraud and Security unit on letterhead a synopsis of the case and provide enough information to perform the search for the record. If certified copies are required, a subpoena is needed that names the State Registrar.
Other Parties	Proof of tangible interest** or legal need (court, insurance, or estate settlement documents)

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.

** Direct & tangible interest means that your need for the certificate is related to personal or property rights.

STEP 1: CERTIFICATE INFORMATION (please print)

Full name of child at time of birth (certificate holder) (if adopted, please provide adopted name)				
First	Middle	Last	Suffix	
Date of birth MM/DD/YYYY	Place of birth City	County	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Were the parents married at the time of birth? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Parent 1 full name (adoptive parent, if applicable)			Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First	Middle	Last (prior to marriage, if applicable)		Suffix
Father/Parent 2 full name (adoptive parent, if applicable)				
First	Middle	Last (prior to marriage, if applicable)		Suffix

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"/> Adoption (International) <input type="checkbox"/> Adoption (US only) <input type="checkbox"/> Apostille/Authentication <input type="checkbox"/> Driver's License/Identification <input type="checkbox"/> Dual Citizenship/Immigration <input type="checkbox"/> Employment <input type="checkbox"/> Genealogy/Family History <input type="checkbox"/> Government Assistance/Benefits <input type="checkbox"/> Housing <input type="checkbox"/> Income Tax <input type="checkbox"/> Inheritance/Estate Settlement <input type="checkbox"/> Insurance/Pension/ Retirement <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Marriage (International) <input type="checkbox"/> Marriage (US only) <input type="checkbox"/> Passport/Travel <input type="checkbox"/> Personal Records/Use <input type="checkbox"/> School/Sports <input type="checkbox"/> Social Security Card/Benefits			
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	\$24.00
Certified, 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.

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

STEP 4: PAYMENT INFORMATION

Select payment method (submit separate payment for each application)


 Credit Card Personal Check Money Order

PLEASE DO NOT SEND CASH

Credit Card Information (if paying by credit card)

Credit Card Number Expiration Date

Cardholder's Signature Date

Charges will appear on your credit card statement as: VCN NC VITAL RECORDS

If paying by check or money order, please make payable to VITALCHEK.

STEP 5: MAIL YOUR COMPLETED AND SIGNED FORM

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.