

**WHERE TO WRITE FOR VITAL RECORDS
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National Center for Health Statistics

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Introduction

As part of its mission to provide access to data and information relating to the health of the Nation, the National Center for Health Statistics produces a number of publications containing reference and statistical materials. The purpose of this publication is solely to provide information about individual vital records maintained only on file in State or local vital statistics offices.

An official certificate of every birth, death, marriage, and divorce should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently either in a State vital statistics office or in a city, county, or other local office.

To obtain a certified copy of any of the certificates, write or go to the vital statistics office in the State or area where the event occurred. Addresses and fees are given for each event in the State or area concerned.

To ensure that you receive an accurate record for your request and that your request is filled expeditiously, please follow the steps outlined below for the information in which you are interested:

- Write to the appropriate office to have your request filled.
- Under the appropriate office, information has been included for birth and death records concerning whether the State will accept checks or money orders and to whom they should be made payable. This same information would apply when marriage and divorce records are available from the State office. However, it is impossible for us to list fees and addresses for all county offices where marriage and divorce records may be obtained.
- For all certified copies requested, make check or money order payable for the correct amount for the number of copies you want to obtain. Cash is not recommended because the office cannot refund cash lost in transit.
- Because all fees are subject to change, a telephone number has been included in the information for each State for use in verifying the current fee.
- States have provided their home page address for obtaining current information.
- Type or print all names and addresses in the letter.
- Give the following facts when writing for birth or death records:
 1. Full name of person whose record is being requested.
 2. Sex.
 3. Parents' names, including maiden name of mother.
 4. Month, day, and year of birth or death.
 5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
 6. Purpose for which copy is needed.
 7. Relationship to person whose record is being requested.
- Give the following facts when writing for marriage records:
 1. Full names of bride and groom.
 2. Month, day, and year of marriage.
 3. Place of marriage (city or town, county, and State).
 4. Purpose for which copy is needed.
 5. Relationship to persons whose record is being requested.
- Give the following facts when writing for divorce records:
 1. Full names of husband and wife.
 2. Date of divorce or annulment.
 3. Place of divorce or annulment.
 4. Type of final decree.
 5. Purpose for which copy is needed.
 6. Relationship to persons whose record is being requested.

Alabama

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$15.00	Alabama Center for Health Statistics Alabama Department of Public Health P.O. Box 5625 Montgomery, AL 36103-5625	<p>State office has records since January 1908. Additional copies of the same record ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to State Board of Health. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://adph.org/vitalrecords.</p> <p>A signature of the applicant is required.</p>
Marriage	\$15.00	Same as Birth or Death	<p>State office has records since August 1936. Additional copies ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to State Board of Health. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://adph.org/vitalrecords.</p> <p>A signature of the applicant is required.</p>
	Varies	See remarks	<p>For marriages prior to August 1936, contact Probate Court in county where license was issued.</p>
Divorce	\$15.00	Same as Birth or Death	<p>State office has records since January 1950. Additional copies ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to State Board of Health. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://adph.org/vitalrecords.</p> <p>A signature of the applicant is required.</p>
	Varies	See remarks	<p>For divorces prior to 1950, contact Clerk of Circuit Court in county where divorce was granted.</p>

Alaska

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$30.00	Department of Health and Social Services Bureau of Vital Statistics 5441 Commercial Boulevard Juneau, AK 99801	State office has records since the 1890's; however, many events before 1930 were never registered with the Bureau. Personal check or money order should be made payable to Bureau of Vital Statistics . Additional copies of the same record ordered at the same time are \$25.00. To verify current fees, the telephone number is (907) 465-3391. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://dhss.alaska.gov/dph/VitalStats . ALL REQUESTS MUST INCLUDE A COPY OF A PICTURE ID OF THE APPLICANT. Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. A signature under the copied ID is also required.
Heirloom Birth	\$55.00	Same as Birth or Death	Two different certificates by Alaskan artists are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at http://dhss.alaska.gov/dph/VitalStats . Additional copies of the same certificate ordered at the same time are \$50.00.
Marriage	\$30.00	Same as Birth or Death	State office has records since the 1890's; however, many events before 1930 were never registered with the Bureau. Additional copies of the same record ordered at the same time are \$25.00.
Heirloom Marriage	\$65.00	Same as Birth or Death	Three different heirloom marriage certificates are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at http://dhss.alaska.gov/dph/VitalStats . Additional copies of the same certificate ordered at the same time are \$60.00.
Divorce	\$25.00	Same as Birth or Death	State office has records since 1950. Additional copies of the same record ordered at the same time are \$25.00.
	Varies	See remarks	Clerk of Superior Court in judicial district where divorce was granted. Juneau and Ketchikan (First District), Nome (Second District), Anchorage (Third District), Fairbanks (Fourth District).

American Samoa

Place of event	Cost of copy	Address	Remarks
Birth or Death Amendments	\$5.00 \$7.00	American Samoa Government Department of Homeland Security Office of Vital Statistics P.O. Box 6894 Pago Pago, AS 96799	Registrar has birth records since 1890 and death records since 1900. Money order should be made payable to the Office of Vital Statistics/ASG . Personal checks are not accepted. To verify current fees, the telephone numbers are: (684) 633-1405/1406. For Health Information Office, Health and Vital Statistics call (684) 633-4606/2262. Personal identification is required for verification and a notarized letter before record will be sent.
Marriage	\$5.00	Same as Birth or Death	
Marriage License	\$20.00		
Divorce	\$5.00	High Court of American Samoa American Samoa Government Pago Pago, AS 96799	

Arizona

Place of event	Cost of copy	Address	Remarks
Birth Death	Varies Varies	Office of Vital Records Arizona Department of Health Services P.O. Box 3887 Phoenix, AZ 85030-3887	<p>State office has records since July 1909 and abstracts of records filed in counties before then.</p> <p>Some county offices in Arizona are able to provide certified copies of birth and death certificates. Please go to http://www.azdhs.gov for a listing of county offices.</p> <p>The State Office of Vital Records does not accept personal checks. A money order or cashiers check should be made payable to Office of Vital Records. To verify current fees, the telephone number is (602) 364-1300. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.azdhs.gov.</p> <p>Applicants must submit a copy of picture identification or have their request notarized.</p>
Marriage	Varies	See remarks	Clerk of Superior Court in county where license was issued.
Divorce	Varies	See remarks	Clerk of Superior Court in county where divorce was granted.

Arkansas

Place of event	Cost of copy	Address	Remarks
Birth Death	\$12.00 \$10.00	Arkansas Dept. of Health Vital Records Section Slot 44 4815 West Markham St. Little Rock, AR 72205	<p>State office has records since February 1914 and some original Little Rock and Fort Smith records from 1881. Additional copies of the same birth record, when requested at the same time, are \$10.00 each. Additional copies of the same death record, when requested at the same time, are \$8.00 each.</p> <p>Personal check or money order should be made payable to Arkansas Department of Health. To verify current fees, the telephone number is (501) 661-2336. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.healthyarkansas.com.</p> <p>A photo ID of the person requesting the record is required with each application.</p>
Marriage	\$10.00	Same as Birth or Death	<p>Coupons since 1917. Additional copies of the same marriage record, when requested at the same time, are \$10.00 each.</p>
Marriage (County)	Varies	Same as Birth or Death	<p>Full certified copy may be obtained from County Clerk in county where license was issued.</p> <p>A certified copy of a marriage coupon may be obtained from the state.</p>
Divorce	\$10.00	Same as Birth or Death	<p>State office has coupons since 1923. Additional copies of the same marriage record, when requested at the same time, are \$10.00 each.</p>
	Varies	See remarks	<p>Full certified copy may be obtained from Circuit or Chancery Clerk in county where divorce was granted.</p> <p>A certified copy of a divorce coupon may be obtained from the state.</p>

California

Place of event	Cost of copy	Address	Remarks
Birth Death Fetal Death	\$20.00 \$16.00 \$11.00	CA Dept. of Public Health - Vital Records MS: 5103 P.O. Box 997410 Sacramento, CA 95899-7410	<p>The State office has records since July 1905. For earlier records, contact the County Recorder in the county where the event occurred.</p> <p>A personal check or money order should be made payable to CDPH Vital Records. Please do not send cash. To verify current fees, the telephone number is (916) 445-2684. This will be a recorded message with an option to talk to a customer service representative. Information on how to obtain certified copies is also available via the California Department of Public Health website at: http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx.</p> <p>BIRTH AND DEATH RECORDS: In order to obtain a Certified Copy you MUST complete the sworn statement included with the certificate application form, sign the statement under penalty of perjury, and your sworn statement must be notarized. If your request indicates that you want a Certified Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.</p> <p>If you request a Certified Informational Copy of the record, a notarized sworn statement is not required. Please refer to the CDPH website for further information about Informational copies</p>
Marriage (County)	Varies	See Remarks	<p>Contact the County Recorder (for public marriages) or County Clerk (for confidential marriages) in the county where the license was issued. Contact information is available via the the California Department of Public Health website at: http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx</p>
Marriage (State)	\$14.00	Same as Birth or Death	<p>State office only has indexes for public marriage certificates that occurred from 1949-1986 and 1998-1999. For all other years, contact the County Recorder in the county where the event occurred; for confidential marriages, contact the County Clerk where the marriage license was issued. A personal check or money order should be made payable to CDPH Vital Records. Please do not send cash. To verify current fees, the telephone number is (916) 445-2684. This will be a recorded</p>

CALIFORNIA

message with an option to talk to a customer service representative. Information on how to obtain a marriage certificate, as well as information about current processing times, is available via the California Department of Public Health website at:

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx>

In order to obtain a Certified Copy, you **MUST** complete the sworn statement included with the marriage certificate application form, sign the statement under penalty of perjury, and your sworn statement must be notarized. If your request indicates that you want a Certified Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.

If you request a Certified **Informational** Copy of the record, a notarized sworn statement is not required. Please refer to the CDPH website for further information about Informational copies.

Divorce (State) Certificates of Record only	\$13.00	Same as Birth or Death
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A Certificate of Record includes only the names of the parties to the divorce, the filing date, the county where the divorce was filed, and the court case number – It is not a certified copy of the divorce decree and does not indicate whether the divorce was ever finalized in court. The California Department of Public Health-Vital Records only has information for divorces that were filed with the court between 1962 and June 1984, and the processing times may exceed six months. For all other years or for a copy of the decree, contact the Superior Court in the county where the event occurred. A personal check or money order should be made payable to **CDPH Vital Records**.

Please do not send cash. To verify current fees, the telephone number is (916) 445-2684. This will be a recorded message. Information on how to obtain a divorce record, as well as current processing times, is available via the California Department of Public Health website at:
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx>

Canal Zone

(Effective
December 1, 1999)

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$30.00	Vital Records Section Passport Services U.S. Department of State 1111 19th Street NW Suite 510 Washington, DC 20522-1705	<p>Records available from May 1904 to September 1979. Additional copies of the same record requested at the same time are \$20.00 each.</p> <p>Personal check or money order must be signed, dated and made payable to U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. Bank. No credit cards or cash accepted. Telephone or facsimile requests are not accepted. To verify current fees, the telephone number is (202) 955-0307.</p> <p>A signed and notarized written request must be submitted along with a copy of the requester's valid photo identification.</p>
Marriage	\$30.00	Same as Birth or Death	Records available from May 1904 to September 1979.

Colorado

Place of event	Cost of copy	Address	Remarks
Birth	\$17.75	Vital Records Section CO Department of Public Health and Environment 4300 Cherry Creek Drive South HSVRD-VS-A1 Denver, CO 80246-1530	<p>State office has birth records since 1910 and death records since 1900. Additional copies of the same birth record ordered at the same time are \$10.00 each. Additional copies of the same death record ordered at the same time are \$13.00 each.</p> <p>Personal check or money order should be made payable to Vital Records Section. To verify current fees, the telephone number is (303) 692-2200. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.cdphe.state.co.us/certs/index.html.</p> <p>A request for a birth or death record must be accompanied by a photo copy of the requestor's identification before processing.</p>
Death	\$20.00		
Marriage	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Fee for verification is \$17.00.
	Varies	See remarks	Copies available from County Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Fee for verification is \$17.00.
	Varies	See remarks	Copies available from Clerk of District Court in county where divorce was granted.

Connecticut

Place of event	Cost of copy	Address	Remarks
<u>State issued:</u>			
Birth	\$30.00	CT Dept. of Public Health 410 Capitol Ave, MS #11 VRS Hartford, CT 06134	Requests for certified copies of birth should be submitted to the vital records office in the city/town where the person was born, or where the mother lived at the time of the birth. Requests for certified copies of birth and death certificates may also be submitted to the State Vital Records Office.
Death	\$20.00	Same as Birth	
Marriage	\$20.00	Same as Birth	
Civil Union	\$20.00	Same as Birth	A copy of a valid, government issued photographic identification such as a driver's license, must be submitted with any request for a birth certificate.
<u>City/Town issued:</u>			
Birth	\$20.00	See remarks	If a photo ID is not available, photocopies of two alternative forms of identification may be accepted.
Death	\$20.00	See remarks	
Marriage	\$20.00	See remarks	For additional details about ordering vital records from CT, please refer to the CT Department of Public Health (DPH) website at http://www.ct.gov/dph "Vital Records" or contact a Customer Service Representative at (806) 509-7897 between 12:00 and 4:00 pm EST.
Civil Union	\$20.00	See remarks	Payment for requests sent to the town of the vital event must be in the form of a check or money order made payable to the respective town or city. Requests sent to the State Vital Records Office require a postal money order made payable to the Treasurer, State of Connecticut.
			Refer to the CT DPH website above for town contact information via a link to a listing of the CT Town Clerk and Registrar Directory.
			Requests for certified copies of a marriage or civil union certificate may be submitted to the city/town where the marriage or civil union ceremony took place, to the town in which either of the parties resided at the time of the marriage or civil union, or to the State Vital Records Office.
Dissolution of Marriage or Civil Union		See remarks	Applicant must contact the Clerk of Superior Court where the dissolution of marriage/civil union was granted. The State Office of Vital Records does not have dissolution decrees and cannot issue certified copies.

Delaware

Place of event	Cost of copy	Address	Remarks
Birth	\$25.00	Office of Vital Statistics Division of Public Health	State office has birth records from 1941 to present and death records from 1973 to present. For previous years, write to Archives Hall of Records, Dover, DE 19901.
Death	\$25.00	417 Federal Street Dover, DE 19901	<p>A photo identification is REQUIRED for all transactions. If submitting by mail, a copy of ID IS REQUIRED.</p> <p>Personal check or money order should be made payable to Office of Vital Statistics. To verify current fees, the telephone number is (302) 744-4549. Information on how to obtain certified copies is also available via the Internet at http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html.</p>
Marriage	\$25.00	Same as Birth or Death	Records since 1969.
Divorce	\$25.00	Same as Birth or Death	Records since 1935. Inquiries will be forwarded to appropriate office. Certified copies are not available from the Office of Vital Statistics.
		See remarks	Prothonotary in county where divorce was granted up to 1975. For divorces granted after 1975, the parties concerned should contact Family Court in county where divorce was granted. Certified copies are not available from the State office.

District of Columbia

Place of event	Cost of copy	Address	Remarks
Birth Death	\$23.00 \$18.00	Vital Records Division 899 North Capitol Street NE 1st Floor Washington, DC 20002	Office has birth and death records since August 1874. Personal check or money order should be made payable to DC Treasurer . A copy of a government issued picture identification must accompany each request. To verify current fees and obtain general information, the telephone number (202) 671-5000. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.dchealth.dc.gov .
Marriage	\$10.00	DC Superior Court 500 Indiana Avenue, NW Room 4485 Washington, DC 20001	Marriage information telephone number: 202-879-4840.
Divorce	\$6.50	DC Superior Court 500 Indiana Avenue, NW Room 4335 Washington, DC 20001	Records since September 16, 1956. Divorce information telephone number: 202-879-1261.
Divorce	Varies	Clerk, U.S. District Court for the District of Columbia Washington, DC 20001	Records before September 16, 1956.

Florida

Place of event	Cost of copy	Address	Remarks
Birth Death	\$9.00 \$5.00	Department of Health Bureau of Vital Statistics P.O. Box 210 1217 Pearl Street (Zip 32202) Jacksonville, FL 32231-0042	<p>State office has some birth records dating back to April 1865. The majority of records date from January 1917. (If the exact date is unknown, the fee is \$9.00 (births) or \$5.00 (deaths) for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one certification of record if found or statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.</p> <p>Personal check or money order should be made payable to Bureau of Vital Statistics. To verify current fees, please visit our website at http://www.floridavitalstatisticsonline.com or call our telephone number (904) 359-6900. This is a recorded message.</p> <p>All letters or applications for birth and death must include the signature and relationship/eligibility stated, and a copy of a valid PICTURE ID (Driver's License, Passport, Military ID, or State Identification card) of the applicant.</p> <p>If requesting cause of death, you must also include a copy of a valid PICTURE ID (Driver's License, Passport, Military ID, or State Identification card) of the applicant.</p> <p>Birth records and cause-of-death information in Florida are confidential by law. Please visit our website for information on eligibility.</p> <p>A self-addressed stamped envelope is appreciated.</p>
Marriage	\$5.00	Same as Birth or Death	Records since June 6, 1927. (If the exact date is unknown, the fee is \$5.00 for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one copy of record if found or certified statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.
Divorce	\$5.00	Same as Birth or Death	

Georgia

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$25.00	State Office of Vital Records 2600 Skyland Drive, NE Atlanta, GA 30319-3640 *Some records may be obtained at the 159 <u>County Offices</u> .	<p>Date since records have been on file. 1919 to present</p> <p>Additional copies of the same record ordered at the same time are \$5.00.</p> <p>A personal check or money order should be made payable to George Office of Vital Records. To verify current fees, the telephone number is (404) 679-4702. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.health.state.ga.us/programs/vitalrecords</p> <p>The requestor must provide a copy of a valid government- issued photo ID and signature of applicant.</p> <p>*Some counties may have older birth, death, marriage, or divorce records in their files. The county files only contain records of vital events that occurred in that county.</p>
Marriage	\$10.00	Same as Birth or Death	<p>Date since records have been on file are June 1952- August 1996.</p> <p>All other years contact the Probate Judge in the county where the license was issued.</p> <p>Information on how to obtain certified copies is also available via the Internet at http://www.health.state.ga.us/programs/vitalrecords</p> <p>*Some counties may have older birth, death, marriage, or divorce records in their files. The county files only contain records of vital events that occurred in that county.</p>
Divorce (State)	\$10.00	Same as Birth or Death	<p>Date since records have been on file are 1952 to present.</p> <p>Information on how to obtain certified copies is also available via the Internet at http://www.health.state.ga.us/programs/vitalrecords</p> <p>*Some counties may have older birth, death, marriage, or divorce records in their files. The county files only contain records of vital events that occurred in that county.</p>

Guam

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$5.00	Office of Vital Statistics P.O. Box 2816 Hagatna, Guam 96932	Office has records since October 16, 1901. Money order should be made payable to Treasurer of Guam . Personal checks are not accepted. To verify current fees, the telephone number is 671-735-7292.
Marriage	\$5.00	Same as Birth or Death	
Divorce	Varies	Clerk, Superior Court of Guam Guam Judicial Center 120 West O'Brian Drive Hagatna, Guam 96910	

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