

How to apply for your birth certificate as an adult living in Virginia: a comprehensive guide created by Blue Ridge Legal Services

HOW TO USE THIS GUIDE: A FEW TIPS

1. Any text that is underlined in this document is a link. You can click on the links to access state vital records office websites, online ordering, explanations of necessary ID, and fillable application forms.
2. This guide was created for people living in Blue Ridge Legal Services' service area in the Shenandoah Valley, but it can be used by people living anywhere in Virginia. If you need help with your application and you live outside the BRLS [service area](#), you will need to find and call your [local legal aid office](#) instead.
3. Start by answering the important question: "Where were you born?" If you were born *in Virginia*, the directions for getting your birth certificate are on the first page. If you were born *outside of Virginia*, find *your birth state* in the alphabetical list and click on it. That will take you to the directions for your state. If you were born in a US territory not on the list, call BRLS (540-433-1830) or your [local legal aid office](#) for help with your application. If you were born outside the United States, you will need to apply through the embassy of your home country.
4. This document is intended to assist *adults only* in obtaining *their own birth* certificates. In almost every state, a minor cannot obtain their birth certificate without parental permission and/or certain conditions being met. Additionally, every state has different rules about who can obtain a birth certificate for a family member. Therefore, if you are a minor or are applying for a birth certificate for someone other than yourself, you should contact BRLS (540-433-183) or your [local legal aid office](#) before ordering.
5. It is easiest to apply for a birth certificate if you already have some kind of ID document. Every state has different rules for what kind of ID they accept. Some do not require ID at all. It is important to *check the ID requirements* – which, for many states, are linked to in this document – before ordering your birth certificate, because applications will be sent back if they do not have the right form of ID.
6. Processing times for applications generally *do not* include shipping time. Some states offer expedited (rush) processing, some offer expedited shipping, and some offer both, usually for a fee. Processing times and fees are current as of July 2021 but are subject to change and can be checked online by visiting the state's vital records office website.
7. Online, phone, or fax ordering requires payment by credit/debit card. Mail ordering generally requires payment by check or money order. We *do not* recommend sending cash through the mail.
8. If you are currently homeless and living in a shelter or receiving assistance from a social services organization, they *may* be able to cover the application fee for mail orders. You should check with your shelter manager or case worker before ordering.
9. If you need help completing your application or do not have the required ID to order your birth certificate, please contact BRLS (540-433-1830) or your [local legal aid office](#).

Where were you born?

VIRGINIA

Do you have one form of primary ID OR two forms of secondary ID?

YES: How would you like to apply?

IN PERSON (\$12.00-\$14.00 and same-day service)

→ [Make an appointment](#) at the DMV customer service center nearest to you. Bring your ID and payment of \$14 (cash, card, or check) to your appointment. You may complete your [application](#) in advance or at your appointment.

→ Visit your [local health department](#). Call ahead to verify hours and fees and make an appointment if necessary. Bring your ID, payment method, and completed [application](#) with you.

→ Visit the statewide [Office of Vital Records](#) in Richmond at 2001 Maywill Street, Monday-Friday 7am-4:30pm. No appointment is necessary. Bring your ID, payment of \$12 (cash, card, or check) and completed [application](#) with you.

ONLINE through [VitalChek](#) (\$32.75 and 2-10 business days – rush service available)

MAIL (\$12.00 and up to 8 weeks)

→ Fill the application [online](#), print, and then mail it, a photocopy of your ID document(s), and a check/money order for \$12, payable to “State Health Department,” to address listed on application. This application will come with a tracking number you can use to check the status of your order. You can also print and fill the application [by hand](#), but it will not have a tracking number.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NOT BORN IN VIRGINIA? FIND THE STATE WHERE YOU WERE BORN IN THE LIST ON THE FOLLOWING PAGE.

OUTSIDE VIRGINIA

<u>Alabama</u>	<u>Louisiana</u>	<u>Ohio</u>
<u>Alaska</u>	<u>Maine</u>	<u>Oklahoma</u>
<u>Arizona</u>	<u>Maryland</u>	<u>Oregon</u>
<u>Arkansas</u>	<u>Massachusetts</u>	<u>Pennsylvania</u>
<u>California</u>	<u>Michigan</u>	<u>Puerto Rico</u>
<u>Colorado</u>	<u>Minnesota</u>	<u>Rhode Island</u>
<u>Connecticut</u>	<u>Mississippi</u>	<u>South Carolina</u>
<u>Delaware</u>	<u>Missouri</u>	<u>South Dakota</u>
<u>Florida</u>	<u>Montana</u>	<u>Tennessee</u>
<u>Georgia</u>	<u>Nebraska</u>	<u>Texas</u>
<u>Hawaii</u>	<u>Nevada</u>	<u>Utah</u>
<u>Idaho</u>	<u>New Hampshire</u>	<u>Vermont</u>
<u>Illinois</u>	<u>New Jersey</u>	<u>Washington</u>
<u>Indiana</u>	<u>New Mexico</u>	<u>Washington, DC</u>
<u>Iowa</u>	<u>New York</u>	<u>West Virginia</u>
<u>Kansas</u>	<u>North Carolina</u>	<u>Wisconsin</u>
<u>Kentucky</u>	<u>North Dakota</u>	<u>Wyoming</u>

ALABAMA

Do you have one form primary photo ID OR two forms of secondary ID?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$39.50 and 1-3 business days – rush service available)

MAIL (\$15.00 and 7-10 business days, or \$30.00 for rush service)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$15, payable to “State Board of Health,” to address listed on application. Call 334-206-5418 to verify requirements for rush orders and make payment for \$30.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

ALASKA

Do you have a valid (unexpired) driver’s license, state ID, passport, military ID, tribal card, or school ID?

YES: How would you like to apply?

EMAIL/FAX (\$30.00 or \$41.00 for rush service, which is currently *unavailable*)

→ Send completed application with credit card payment information, and photocopy of ID, to email address or fax number listed on application

MAIL (\$30.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID, and check/money order for \$30, payable to “Alaska Vital Records Office” (or include credit card information on application), to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

ARIZONA

Do you have a valid (unexpired) government-issued photo ID?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$32.50 and 3-10 business days – rush service available)

MAIL (\$20.00 and 5 business days from date of receipt)

→ Print and mail completed application, photocopy of ID (front and back), *cashier’s check*/money order for \$20, payable to “Office of Vital Records” (or include credit card

information on application), and a self-addressed, stamped envelope to address listed on application

NO: Submit a notarized mail-in application.

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized *without* an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).

ARKANSAS

Do you have a valid (unexpired) government-issued photo ID OR two other forms of identification?

YES: How would you like to apply?

ONLINE (\$18.85 and 7-14 business days – rush service available)

MAIL (\$12.00 and 10-14 business days)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$12, payable to “Arkansas Department of Health,” to address listed on application

ONLINE/TELEPHONE/FAX through [VitalChek](#) (\$23.00 and 1-7 business days – rush service available)

→ Call 866-209-9482 to order by phone

→ Fax completed [application](#) to 866-233-5182 to order by fax

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

CALIFORNIA

How would you like to apply?

ONLINE through [VitalChek](#) (\$32.00-\$44.95 and 1-98 business days – rush service available)

MAIL (\$25.00 and 10-12 weeks)

→ Print and complete the application and sworn statement, get sworn statement *notarized*, and mail both, along with check/money order for \$25, payable to “CDPH-Vital Records,” to address listed on application. Send to state CDPH address, not a county recorder.

→ Don’t have a photo ID for the notary? In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized *without* an ID card.

COLORADO

Do you have one form of primary ID OR two forms of secondary ID?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$27.50-\$47.50 and 1-14 business days – rush service available)

MAIL (\$26.00 and 4 weeks – rush shipping options available)

→ Print and mail completed application, photocopy of ID document(s), and check for \$26, payable to “VitalChek” (or include credit card information on the application), to address listed on application. If requesting rush shipping, check appropriate box and include fee.

TELEPHONE → Call 866-300-8540 to order by phone

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

CONNECTICUT

Do you have a valid (unexpired) government-issued ID OR two other forms of ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$22.00-\$42.95 and 1-12 business days – rush service available)

→ Call 866-809-0839 to order by phone

MAIL (\$30.00 by money order only, processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), and **money order** (no checks) for \$30, payable to “Treasurer, State of CT,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

DELAWARE

Do you have a valid (unexpired) driver’s license, state ID, work ID, or passport?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$37.95 and 3-14 business days – rush service available)

→ Call 877-888-0248 to order by phone

MAIL (\$25.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID, and check/money order for \$25, payable to “Office of Vital Statistics,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

FLORIDA

Do you have a valid (unexpired) driver’s license, state ID, military ID, or passport?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$14.00-\$37.00 and 1-14 business days – rush service available)

MAIL (\$9.00 and 4-6 business days, or \$19.00 and 2-3 business day rush service)

→ Print and mail completed application, photocopy of ID, and check/money order for \$9, payable to “Vital Statistics,” to address listed on application. If requesting rush service, check appropriate box and make payment for \$19.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

GEORGIA

Do you have some kind of photo ID (including a non-government-issued ID – such as a student ID – or a government-issued ID expired less than one year)?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$34.00-\$37.95 and 1-21 business days – rush service available)

MAIL (\$25.00 and 8-10 weeks)

→ Print and mail completed application, photocopy of ID, and **certified check**/money order for \$25, payable to “GA State Office of Vital Records,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

HAWAII

Do you have a valid (unexpired) government-issued photo ID?

YES: How would you like to apply?

ONLINE (\$12.50 and up to three weeks)

MAIL (\$12.50 and up to three weeks)

→ Print and mail completed application, photocopy of ID, and ***cashier's or certified check***/money order for \$12.50, payable to “Hawaii State Department of Health,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

IDAHO

Do you have [one form of primary photo ID OR two forms of secondary ID](#)?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$26.50-\$36.50 and 3-40 business days – rush service available)

MAIL (\$16.00 and 2-4 weeks, or \$26.00 for rush service)

→ Print and mail completed application, photocopy of ID document(s) (both sides), and check/money order for \$16, payable to “Idaho Vital Records,” to address on application. If requesting rush service, check appropriate box and make payment for \$26.

NO: Submit a notarized mail-in application.

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized ***without*** an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).

ILLINOIS

Do you have a valid (unexpired) [government-issued photo ID OR two other forms of ID](#)?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$10.50-\$48.50 and 1-60 business days – rush service available)

MAIL (\$10.00-\$15.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$10/\$15, payable to “IDPH,” to address listed on application

FAX (\$27.95 – rush service available)

→ Print and fax completed [application](#), copy of ID document(s), and credit card information to 217-523-2648

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

INDIANA

Do you have one form of primary ID OR two forms of secondary ID?

YES: How would you like to apply?

ONLINE (\$17.52 and 6-8 weeks)

MAIL (\$10.00 and 45 business days)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$10, payable to “Indiana State Department of Health,” to address listed on application. Make sure the address on your ID matches the address on the application.

ONLINE/TELEPHONE through VitalChek (\$10.00-\$37.95 and 1-45 business days)

→ Call 866-601-0891 to order by phone

NO: Call BRLS (540-433-1830) or your local legal aid office

IOWA

Do you have a valid (unexpired) government-issued photo ID OR two other forms of ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through VitalChek (\$28.00 and 2-20 business days – rush service available)

→ Call 866-809-0290 to order by phone

MAIL (\$15.00 and 4-6 weeks)

→ Print and complete application (don’t sign it yet), ***have your signature notarized***, then mail notarized application, photocopy of ID document(s), and check/money order for \$15, payable to “Iowa Department of Public Health,” to address listed on application

NO: Call BRLS (540-433-1830) or your local legal aid office

KANSAS

Do you have one form of primary ID OR two forms of secondary ID (see p. 2)?

YES: How would you like to apply?

ONLINE/TELEPHONE through VitalChek (\$28.95 and 3-5 business days – rush service available)

→ Call 877-305-8315 to order by phone

MAIL (\$15.00 and 7-10 business days)

→ Print and mail completed application, photocopy of ID document(s) (both sides), check/money order for \$15, payable to “Kansas Vital Statistics,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

KENTUCKY

How would you like to apply?

ONLINE/TELEPHONE/FAX through [VitalChek](#) (\$18.50-\$22.50 and 3-10 business days – rush service available)

→ Call 800-241-8322 to order by phone

→ Fax completed [application](#) to 866-283-7477 to order by fax

MAIL (\$10.00 and up to 30 business days)

→ Print and mail completed application and check/money order for \$10, payable to “Kentucky State Treasurer,” to address listed on application

LOUISIANA

Do you have [one form of primary ID OR two forms of secondary ID?](#)

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$21.95-\$30.95 and 7-70 business days – rush service available)

→ Call 877-605-8562 to order by phone

MAIL (\$15.50 and 8-10 weeks)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$15.50, payable to “Louisiana Vital Records,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MAINE

Do you have [one form of photo ID OR two forms of other ID?](#)

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$27.95-\$58.95 and 1-42 business days – rush service available)

→ Call 877-523-2659 to order by phone

MAIL (\$15.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), check/money order for \$15, payable to “Treasurer, State of Maine,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MARYLAND

Do you have a [valid \(unexpired\) government-issued photo ID OR two other forms of ID?](#)

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$21.75 and 10-20 business days – rush service available)

MAIL (\$10.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), check/money order for \$10, payable to “Division of Vital Records,” and a self-addressed, stamped envelope to address listed on application. If you are using two other forms of ID instead of a photo ID, be sure to sign that section of the application. If you are a current or former member of the *military*, there is no cost for the application, but you must also include a photocopy of proof of your service (such as a military ID or VA card).

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MASSACHUSETTS

Do you have a government-issued photo ID (including expired)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$51.00 and 1-21 business days – rush service available)

→ Call 617-740-2606 to order by phone

MAIL (\$32.00 and 30 business days, or \$42.00 and 7-10 business days rush service)

→ Print and mail completed application, photocopy of ID, and check/money order for \$32, payable to “Commonwealth of Massachusetts,” and a self-addressed, stamped envelope to address listed on application. If ordering rush service, address envelope containing application to the attention of Expedited Mail Service and make payment for \$42.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MICHIGAN

Do you have one form of Tier 1 ID, two forms of Tier 2 ID, OR three forms of Tier 3 ID?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$35.00-\$55.00 and 1-50 business days – rush service available)

MAIL (\$14.00/\$34.00 and 4-5 weeks, or \$26.00/\$46.00 and 2-3 weeks rush service)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$14/\$34 (check application – fee varies based on **age** of applicant), payable to “State of Michigan,” to address listed on application. If ordering rush service, mail to “rush” address and make payment for \$34/\$46 (varies based on age).

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MINNESOTA

Would you like to apply by:

ONLINE through [VitalChek](#) (\$20.00-\$33.00 and 3-21 business days – rush service available)

MAIL (\$26.00 or \$46.00 for rush service – rush shipping available for extra \$16)

→ Print and complete application (don’t sign it yet), **have your signature notarized**, then mail notarized application, check/money order for \$26, payable to “Minnesota Department of Health” (or include credit card information on the application), to address listed on application. If requesting rush processing and/or shipping, mark appropriate box(es) and make payment for \$46/\$62.

→ Don’t have a photo ID for the notary? In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized **without** an ID card.

FAX (\$26.00 or \$46.00 for rush service)

→ Print and complete application as if you were to mail it, and then fax it to 866-416-1357. You **MUST** include credit card information on the application (no check or money order) and have it **notarized** (see above for what to do if you don’t have an ID).

MISSISSIPPI

Do you have one form of primary ID OR two forms of secondary ID (see chart on p. 2)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$27.50 and 3-10 business days – rush service available)

→ Call 877-295-4229 to order by phone

MAIL (\$17.00 and 3 weeks)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$17, payable to “Mississippi Vital Records,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MISSOURI

Do you have one form of primary ID OR two forms of secondary ID (see “Acceptable Documentation for Identification”)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$24.50-\$27.99 and 1-14 business days – rush service available)

→ Call 877-817-7363 to order by phone

MAIL (\$15.00 and 2-4 weeks)

→ Print and complete application (don’t sign it yet), ***have your signature notarized***, then mail notarized application, photocopy of ID document(s), check/money order for \$15, payable to “Missouri Department of Health and Senior Services,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

MONTANA

Do you have one form of primary ID OR two forms of secondary ID, one with a signature?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$23.50 and 2-10 business days)

→ Call 888-877-1946 to order by mail

MAIL (\$12.00 and 2-3 weeks)

→ Print and mail completed application, with your signature *notarized* if your ID *does not* include your signature, photocopy of your ID document(s) (both sides), and check/money order for \$15, payable to “Montana Vital Records,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEBRASKA

Do you have a government-issued photo ID (including one issued by a local government)?

YES: How would you like to apply?

ONLINE (\$17.00 and 7 business days)

MAIL (\$17.00 and 15 business days, or 1-2 business day rush service)

→ Print and mail completed application, photocopy of ID, check/money order for \$17, payable to “Vital Records,” and a self-addressed, stamped envelope, to P.O. Box address listed on application – for rush service, include prepaid UPS/FedEx/etc. return envelope and mail to Vital Records, 1033 O St., Suite 130, Lincoln, NE, 68508

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEVADA

Are you currently homeless?

YES: Do you have [one form of primary ID OR two forms of secondary ID?](#)

YES: Print, complete, and mail [this application](#) and a photocopy of your ID document(s) to address listed on application. *There is no cost to apply by mail if you are homeless.*

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NO: Do you have [one form of primary ID OR two forms of secondary ID?](#)

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$37.50 and 3-14 business days – rush service available)

MAIL (\$25.00 and 4 weeks)

→ Print and mail completed application, photocopy of ID, and check/money order for \$25, payable to “Office of Vital Records,” to address listed on application. If paying by credit card, complete and attach [this form](#) instead of check/money order.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEW HAMPSHIRE

Do you have a photo ID of any kind OR [two of any of these documents](#)?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$23.00-\$35.50 and 1-35 business days – rush service available)

MAIL (\$15.00 and processing time unknown)

Does the address on your ID(s) match where you want to send the birth certificate?

YES: Complete online, print, and mail [this application](#), along with a photocopy of your ID, check/money order for \$15, payable to “Treasurer–State of New Hampshire,” and a self-addressed, stamped envelope, to address listed on application. If using alternative documentation, instead of photo ID, complete this [documentary evidence form](#) and submit it, along with photocopies of your two documents, with your application materials.

NO: Follow the directions above, *plus* complete (but don’t sign yet) the bottom half of [this form](#), *have your signature notarized*, and include it with your application materials.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEW JERSEY

Are you currently homeless and (1) living in a shelter and/or (2) in contact with a social worker?

YES: You can request that your *shelter coordinator or social worker* apply on your behalf, with the application fee waived. They will need to include (1) a copy of their ID, (2) proof of their employment at the agency/organization, and (3) a request for your birth certificate on agency/organization letterhead, which includes your name and sex at birth, date and place of birth, and parents’ names.

NO: Do you have a [valid \(unexpired\) driver’s license/state ID OR two other forms of ID](#) ?

YES: How would you like to apply?

ONLINE (\$42.00 and 8-12 weeks – rush shipping available)

MAIL (\$31.00 and 2-4 weeks – rush shipping options available)

Does the address on your ID match where you want to send the birth certificate?

YES: Complete, print, and mail [this application](#), photocopy of your ID document(s), and check/money order for \$31, payable to “Treasurer, State of New Jersey” (or include credit card information on application), to address listed on application. If requesting rush shipping, check appropriate box and include fee.

NO: Follow the directions directly above, *plus* include with your application a written statement saying: “I authorize delivery of my birth certificate to [your mailing address]” and *have your signature notarized* before mailing it with your application materials.

ONLINE/TELEPHONE through [VitalChek](#) (\$21.00-\$75.00 and 1-21 business days – rush service available)

→ Call 877-622-7549 to order by phone

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEW MEXICO

Do you have [one form of primary ID OR two forms of secondary ID](#)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$26.00 and 3-10 business days – rush service available)

→ Call 877-284-0963 to order by phone

MAIL (\$10.00 and 6-12 weeks)

→ Print and mail completed application, copy of ID document(s), and check/money order for \$10, payable to “New Mexico Vital Records,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NEW YORK

Were you born in...

[New York City?](#) (Manhattan, Kings, Queens, Bronx, or Staten Island)

Do you have [one identity document OR two proof of address documents](#) (see “What are the identification documents I need...”)?

YES: How would you like to apply?

ONLINE through [VitalChek](#) (\$23.30 and 10 business days – rush service available)

MAIL (\$15.00 and 4-6 weeks)

→ Print and complete application (don't sign it yet), **have your signature notarized**, then mail notarized application, photocopy of ID document(s), check/money order for \$15, payable to “NYC Department of Health and Mental Hygiene,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

New York State? (Outside the Five Boroughs of NYC)

Do you have either (1) a state driver's license/ID card, passport, or military photo ID OR (2) two utility/phone bills or letters from a government agency from within the last 6 months that show your current address?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$53.00 and 1-80 business days – rush service available)

→ Call 877-854-4481 to apply by phone

MAIL (\$30.00 and up to 4 months)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$30, payable to “New York State Department of Health,” to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NORTH CAROLINA

Do you have [one form of primary photo ID OR two forms of secondary ID](#) (see “What forms of ID...”)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$51.70 and 25-30 business days – rush service available)

→ Call 800-669-8310 to order by phone

MAIL (\$24.00 and 5 weeks – rush shipping and/or processing available for extra \$15/\$35)

→ Print and mail completed application, photocopy of ID document(s), and *cashier's check*/money order for \$24, payable to “NC Vital Records,” to address listed on application. If requesting rush service, check appropriate box, include fee, and write “Expedite” on outside of the envelope.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

NORTH DAKOTA

Do you have [one form of primary photo ID OR two forms of secondary ID](#)?

YES: How would you like to apply?

[ONLINE](#) (\$15.00 and processing time unknown)

[MAIL](#) (\$15.00 and 3-5 business days – rush shipping options available)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$15, payable to “North Dakota Department of Health,” to address listed on application. If requesting rush shipping, check appropriate box and include fee.

[ONLINE](#) through [VitalChek](#) (\$27.95 and 1-10 business days – rush service available)

NO: **Submit a notarized mail-in application.**

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized *without* an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).

OHIO

How would you like to apply?

[ONLINE](#) (\$21.50 and 3 weeks)

[MAIL](#) (\$21.50 and 4-6 weeks)

→ Print and mail completed application and check/money order for \$21.50, payable to “Ohio Department of Health,” to address listed on application

OKLAHOMA

Do you have [one form of primary ID OR two forms of secondary ID](#)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$27.95-\$48.95 and 5-28 business days – rush service available)

→ Call 877-817-7364 to order by phone

MAIL (\$15.00 and up to 10 weeks)

→ Print and mail completed application, photocopy of ID document(s), check/money order for \$15, payable to “OSDH,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

OREGON

Do you have one form of photo ID OR three other forms of ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$36.25-\$41.25 and 1-10 business days – rush service available)

→ Call 888-896-4988 to order by phone

MAIL (\$25.00 and 5-8 weeks, or 3-5 business days if sent by overnight delivery service)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$25, payable to “OHA–Vital Records,” to address listed on application. If requesting rush service, ship by any overnight delivery service to Oregon Vital Records, 800 NE Oregon St., Suite 205, Portland OR 97232 and make payment by money order only. Include pre-addressed, prepaid overnight delivery envelope if requesting overnight service.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

PENNSYLVANIA

Do you have one form of photo ID, two forms of secondary ID, OR two pieces of mail showing your name and current address (junk mail and envelopes excluded)?

YES: How would you like to apply?

ONLINE (\$30.00 and 2 weeks – rush shipping available)

MAIL (\$20.00 and 2 weeks)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$20, payable to “Vital Records,” to address listed on application. If you are a

current or former member of the *military* (or married to one), there is no cost for the application, but you must fill out the section for a fee waiver at the bottom right corner.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

PUERTO RICO

Do you have a valid (unexpired) driver's license/photo ID from a US state or territory OR a passport?

YES: How would you like to apply?

ONLINE (\$12.00 and 30 business days)

MAIL (Español) (\$7.00+ and processing time unknown)

→ Print and mail completed application, photocopy of ID (both sides), money order for correct fee (check application – fee varies based on age and residency of applicant, and how many certificates they have ordered in the last year), payable to “Secretary of Treasury Puerto Rico,” and a self-addressed, stamped envelope to address listed on application

ONLINE/TELEPHONE through [VitalChek](#) (\$14.00 and 3-45 business days – rush service available)

→ Call 800-255-2414 to order by phone

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

RHODE ISLAND

Do you have a valid (unexpired) government-issued photo ID OR two other documents that show your name and current address?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$42.00 and 3-45 business days – rush service available)

→ Call 888-388-1032 to order online

MAIL (\$25.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$25, payable to “General Treasurer of RI,” to address listed on application

NO: You may still be able to apply **ONLINE**. [VitalChek](#) uses questions to verify your identity. If you cannot answer them, you will be required to send ID. In this case, call BRLS (540-433-1830) or your [local legal aid office](#).

SOUTH CAROLINA

Do you have valid (unexpired) government-issued ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$25.75-\$27.50 and 20-25 business days – rush service available)

→ Call 877-284-1008 to order by phone

MAIL (\$12.00 and 2-4 weeks)

→ Print and mail completed application, photocopy of ID, and *cashier's check*/money order for \$12, payable to “SC DHEC,” to address listed on application

NO: You may still be able to apply **ONLINE**. [VitalChek](#) uses questions to verify your identity. If you cannot answer them, you will be required to send ID. In this case, call BRLS (540-433-1830) or your [local legal aid office](#).

SOUTH DAKOTA

Do you have a government-issued photo ID OR two other forms of ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$21.50 and 1-7 business days – rush service available)

→ Call 605-773-4961 to order by phone

MAIL (\$15.00 and processing time unknown – rush shipping available)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$15, payable to “Vital Records,” to address listed on application. If ordering rush service, include a self-addressed, prepaid priority mail envelope.

NO: Submit a notarized mail-in application.

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized *without* an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).

TENNESSEE

Do you have one form of primary ID OR two forms of secondary ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$26.25 and 3-21 business days – rush service available)

→ Call 866-233-0740 to apply by phone

MAIL (\$15.00 and 6 weeks)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$15, payable to “Tennessee Vital Records,” to address listed on application.

NO: Submit a notarized mail-in application.

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized *without* an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).

TEXAS

Do you have a state-issued driver’s license **OR** ID card?

YES: How would you like to apply?

ONLINE (\$22.00 and 20-25 business days)

→ To order online, you will *not* need a copy of your ID, but you will need to know the number on it, in addition to your social security number.

MAIL (\$22.00 and 6-8 weeks – rush processing and/or shipping options available)

→ Print and complete application (don’t sign it yet), *have your signature notarized*, then mail notarized application, photocopy of ID, and check/money order for \$22, payable to “DSHS–Vital Statistics,” to address listed on application. If you are a current member of the military, there is no cost for the application, but you must provide a photocopy of your deployment papers. If requesting rush processing and/or shipping, check appropriate box(es), add fee(s), and mail to expedited processing address.

NO: Do you have ONE form of ID from Group A, TWO from Group B, OR ONE from Group B AND TWO from Group C?

YES: Follow the directions above to apply by **MAIL** and include photocopy of all ID documents with your application.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

UTAH

Do you have [one form of primary ID OR two forms of secondary ID](#)?

YES: How would you like to apply?

[ONLINE](#) (\$22.00; additional fees may apply)

[MAIL](#) (\$22.00 and 3 weeks)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$22, payable to “Vital Records,” to address listed on application

[ONLINE](#) through [VitalChek](#) (\$32.00-\$47.50 and 1-14 business days – rush service available)

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

VERMONT

Do you have [one form of primary ID OR two forms of alternative ID](#) (see p. 2)?

YES: How would you like to apply?

[ONLINE](#) (\$10.00; additional fees may apply)

[MAIL](#) (\$10.00 and processing time unknown)

→ Print and mail completed application, photocopy of ID document(s), check/money order for \$10, payable to “Vermont Department of Health,” and a self-addressed, stamped envelope to address listed on application

NO: Are you currently homeless and receiving aid from a homeless services provider?

YES: With the help of your homeless services provider, complete an [affidavit](#) of homeless status, and follow directions above to apply by **MAIL**, using the affidavit as your ID.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

WASHINGTON

Do you have [one form of government-issued photo ID OR two forms of alternate ID](#)?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$36.50-\$48.50 and 1-14 business days – rush service available)

→ Call 866-687-1464 to order by phone

MAIL (\$25.00 and 8-10 weeks – rush shipping options available)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$25, payable to “Department of Health,” to address listed on application. If requesting rush shipping, check appropriate box and add fee.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

WASHINGTON, DC

Do you have one form of primary ID OR two forms of secondary ID?

YES: How would you like to apply?

ONLINE/TELEPHONE/FAX through [VitalChek](#) (\$38.95 and 20-25 business days – rush service available)

→ Call 877-572-6332 to order by phone

→ Print, complete, and fax [application](#) to 877-553-2119 to apply by fax

MAIL (\$29.00 and 2-4 weeks – rush shipping options available)

→ Print and mail completed application, photocopy of ID document(s), and check/money order for \$29, payable to “VitalChek” (or include credit card information on application), to address listed on application. If requesting rush shipping, mark appropriate box and add fee.

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

WEST VIRGINIA

How would you like to apply?

ONLINE/TELEPHONE/FAX through [VitalChek](#) (\$25.50 and 2-10 business days – rush service available)

→ Call 877-448-3953 to order by phone

→ Fax completed [application](#) to 866-870-8723 to order by fax

MAIL (\$12.00 and 5-19 business days)

→ Print and mail completed application and check/money order for \$12, payable to “Vital Registration,” to address listed on application

WISCONSIN

Do you have one form of photo ID OR two forms of alternative ID?

YES: How would you like to apply?

ONLINE/TELEPHONE through [VitalChek](#) (\$30.00-\$53.00 and 1-14 business days – rush service available)

→ Call 877-885-2981 to order by phone

→ You can also order online through [this link](#).

MAIL (\$20.00 and up to 2 weeks)

→ Print and mail completed application, photocopy of your ID document(s), check/money order for \$20, payable to “State of Wis. Vital Records,” and a self-addressed, stamped envelope to address listed on application

NO: Call BRLS (540-433-1830) or your [local legal aid office](#)

WYOMING

Do you have a driver’s license, state ID card, or passport?

YES: Wyoming only accepts applications by mail. Processing time is 3-5 business days.

→ Print and mail completed [application](#), photocopy of ID (attached with tape to application), **bank-personalized check**/money order for \$25, payable to “Vital Statistics Services,” and a self-addressed, stamped envelope to address listed on application. If you wish to request rush return service, include a prepaid, self-addressed envelope for UPS, FedEx, etc. with your application.

NO: Submit a notarized mail-in application.

→ In Virginia, if you have two credible witnesses who can attest to your identity, you can get your signature notarized **without** an ID card. Follow the directions above for a **MAIL** application, but instead of including your ID, take your application and two witnesses before a notary to have your signature notarized (wait to sign until you are in the presence of the notary and witnesses).