

Acceptable Identification: You must provide acceptable ID in order to get a copy of any vital record. The following are acceptable forms of ID:

- A current, valid photo driver's license or photo non-driver's license
OR
- A current, valid driver's license without photo and one alternate form of ID with current address
OR
- Two alternate forms of ID, one of which must have current address.

Alternate forms of ID are:

- Vehicle registration
- Vehicle insurance card
- Passport
- Voter registration
- Green card/Immigrant visa
- Federal/County ID
- School ID
- Court documents
- W-2 for current/previous tax year
- Utility/bank statement from within the last 90 days

People who are homeless can provide identification from a social worker or homeless shelter coordinator.

People who are incarcerated can provide legal imprisonment or release documents or identification from a prison/probation official.

Please **do not send in original ID documents. Only copies are required.**

Proof of Relationship: Proof of relationship is not required if you are asking for a certification, which is an uncertified informational copy of the vital record not valid for establishing identity or legal purposes. However, you must still provide proof of identity when requesting a certification.

To get a **certified copy** of a person's vital record, you must provide proof of your relationship to the person listed on the record **and** the proof must establish you are one of the following:

- The subject of the record
- The subject'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

See the **How to Prove Relationship** tips at the bottom of this page for information on how to prove your relationship. This is a key requirement to getting a certified copy of a vital record. **Failure to provide proof of relationship is the number one reason applications must be rejected.**

If you are requesting a **certification** -- which is an informational copy of a vital record not valid for legal purposes – you do not need to provide proof of relationship.

If you are looking for a **certified copy** of.....

.....your own birth certificate and you have assumed your spouse's/civil union partner's surname you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.

.....your child's birth certificate ...and the name on your identification matches the name of the child's parent then your identification will establish your relationship. If your current name does not match the name as recorded on the birth certificate as the parent you will need to supply a copy of your marriage or civil union certificate or legal name change.

.....your spouse's/civil union partner's vital record you must provide a copy of your marriage/civil union certificate.

.....your parent's or sibling's vital record..... you must provide a copy of your birth certificate.

.....your grandparent's vital record you must establish that you are the person's grandchild by linking the name on your ID to the name of the grandparent. For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must: 1.) Provide your marriage/civil union certificate to show your name at birth, 2.) provide your birth certificate to identify your parent, and 3.) provide the parent's birth certificate to identify the grandparent.

If you are not a person qualified to get a **certified copy** of a record.....

.....but you are helping a person eligible to receive a vital record obtain a copy of a record they are eligible to receive.....you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf OR, you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

If you are an attorney.....

.....who is executor of an estate you must supply proof of appointment as the executor.

.....who is the legal representative of the executor of an estate you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

.....who is the legal representative of an individual that is eligible to receive a certified copy of a vital record you must supply proof of legal retainer by the eligible individual and their proof of relationship.

.....who is need of a vital record and you are not the legal representative of an eligible person you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.