

**COMMONWEALTH OF VIRGINIA
APPLICATION FOR CERTIFICATION OF A VITAL RECORD**

FOR OVR USE ONLY

Virginia statutes require a fee of \$12.00 be charged for each certification of a vital record or for a search of the files when no certification is made. Please make check or money order payable to State Health Department. There is a \$50.00 service charge for returned checks.

IMPORTANT: The person requesting the vital record must submit an enlarged, legible (readable) and clear photocopy of their identification. (See list on reverse side)

REQUESTER INFORMATION			
NAME OF REQUESTER		EMAIL (Include to receive updates about your application.)	DAYTIME TELEPHONE
ADDRESS		CITY	STATE ZIP CODE
WHAT IS YOUR RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE? (CHECK ONE)			
<input type="checkbox"/> SELF <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT ONE <input type="checkbox"/> PARENT TWO <input type="checkbox"/> ADULT CHILD <input type="checkbox"/> CURRENT SPOUSE <input type="checkbox"/> ADULT SISTER <input type="checkbox"/> ADULT BROTHER <input type="checkbox"/> MATERNAL GRANDPARENT <input type="checkbox"/> PATERNAL GRANDPARENT <input type="checkbox"/> LEGAL GUARDIAN (<i>Submit custody paper</i>) <input type="checkbox"/> OTHER (<i>Specify</i>) _____			
WHAT IS YOUR REASON FOR REQUESTING THIS CERTIFICATE?			
I understand that making a FALSE application for a vital record is a FELONY under state and federal law. I certify and affirm that all information on this form is true and correct. SIGNATURE OF REQUESTER: _____			
BIRTH CERTIFICATE INFORMATION			
NUMBER OF COPIES	NAME AT BIRTH (first) (middle) (last) (suffix)		
If name has changed since birth due to adoption, court order or any reason other than marriage, please list changed name here. (first) (middle) (last) (suffix)			
DATE OF BIRTH	RACE	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
PLACE OF BIRTH (city or county in Virginia)		HOSPITAL OF BIRTH (if any)	
FULL MAIDEN NAME OF MOTHER or PARENT ONE: (first) (middle) (last) (suffix)			(maiden name if any)
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
FULL NAME OF FATHER OR PARENT TWO: (first) (middle) (last) (suffix)			(maiden name if any)
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
DEATH CERTIFICATE INFORMATION (Check one) <input type="checkbox"/> Death <input type="checkbox"/> Stillbirth			
NUMBER OF COPIES	NAME AT DEATH (first) (middle) (last) (suffix)		
DATE OF DEATH	AGE AT DEATH	RACE	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
PLACE OF DEATH (city or county in Virginia)		HOSPITAL NAME (if any)	
FULL MAIDEN NAME OF MOTHER OR PARENT ONE: (first) (middle) (last) (suffix)			(maiden name if any)
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
FULL NAME OF FATHER OR PARENT TWO: (first) (middle) (last) (suffix)			(maiden name if any)
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
MARRIAGE AND DIVORCE INFORMATION (Check one or both) <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce			
PARTY ONE (Check one) <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Spouse (first) (middle) (last) (suffix) (maiden name if any)			
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
PARTY TWO (Check one) <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Spouse (first) (middle) (last) (suffix) (maiden name if any)			
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
NUMBER OF COPIES	DATE OF MARRIAGE	PLACE OF MARRIAGE (city or county in Virginia)	CIRCUIT COURT WHERE LICENSE WAS ISSUED
NUMBER OF COPIES	DATE OF DIVORCE	PLACE OF DIVORCE (city or county Circuit Court)	

Please indicate the address you wish the certificate(s) mailed to in the box below.

Please type or print clearly.

NAME
ADDRESS
CITY/STATE/ZIP CODE

Send Completed Application To:

Office of Vital Records
P. O. Box 1000
Richmond, VA 23218-1000

Contact Information:

(804) 662-6200
www.vdh.virginia.gov/vital-records/