

Mail: 1903 Mail Service Center  
 Raleigh, NC 27699-1900

Location: 225 North McDowell St.  
 Raleigh, NC 27603-1382

**PLEASE PRINT**

## Application for a Copy of a North Carolina Birth Certificate

### Certificate Information

Full Name on Certificate  
 (If adopted, provide new information) \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth \_\_\_\_\_ Sex  Male  Female  
Month Day Year

Place of Birth \_\_\_\_\_ Were parents married at time of birth?  Yes  No  
City County

Full Name of Mother/Parent \_\_\_\_\_ Is this person deceased?  Yes  No  
(Adoptive parent, if applies) First Name Middle Name Last Name Last Name prior to first marriage, if applies

Full Name of Father/Parent \_\_\_\_\_  
(Adoptive parent, if applies) First Name Middle Name Last Name Last Name prior to first marriage, if applies

*Check all boxes that apply; add the fees in 1-3 and place the total amount in #4. See further instructions on Page 2.*

### Your Relationship to the Person Whose Certificate is Requested: (Check one)

**1. Order Certificate**  
 Processing times vary.  
 Check website for current information.  
**(Non-refundable fee)**

Certificate Search and First Copy (\$24) \$ \_\_\_\_\_  
 # \_\_\_ additional copies x \$15 \$ \_\_\_\_\_  
 Certified (Legally suitable for any purpose)  
 Uncertified (Suitable for research purposes)

**2. Record Changes (Only if applies)**  
 Appointment required for in-person services.  
**(\$15 non-refundable processing fee)**

Adoption \$ \_\_\_\_\_  
 Amendment \$ \_\_\_\_\_  
 Name Change \$ \_\_\_\_\_  
 Legitimation Court Order \$ \_\_\_\_\_  
 Legitimation (mother married father after child's birth) \$ \_\_\_\_\_  
 Paternity (no fee) \$ 00.00  
 Other \_\_\_\_\_ \$ \_\_\_\_\_

**3. Faster Service (Choose only one)**  
 Optional for mail-in requests  
**(\$15 non-refundable expedite fee)**

Walk-in Service (\$15) \$ \_\_\_\_\_  
 Expedited Processing (\$15) \$ \_\_\_\_\_  
(Shipped by regular mail)  
 Expedited Processing and Expedited Shipping (\$35) \$ \_\_\_\_\_  
(Call for expedited shipping fees outside the continental United States)

**4. Total Fees**  
 (Add 1+2+3 above for total) \$ \_\_\_\_\_

Self  Authorized agent, attorney or legal representative of the person listed (**Proof REQUIRED**)  
 Spouse (Current)  Other (*may not be entitled to a certified copy*)  
 Brother/Sister Specify \_\_\_\_\_  
 Child \_\_\_\_\_  
 Parent/Step-Parent \_\_\_\_\_  
 Grandparent \_\_\_\_\_

How do you plan to use this record? \_\_\_\_\_

**(Please Print)**  
**Requestor:** \_\_\_\_\_  
Print Name of Person Requesting a Certificate

**Address:** \_\_\_\_\_  
Street Address (P.O. Box cannot be used for expedited shipping)

\_\_\_\_\_  
P.O. Box (If mailing to a P.O. Box, street address must also be listed above)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Area Code) Telephone Number (During business hours)

**Email Address:** \_\_\_\_\_

**Payment:** Please pay with a cashier's check or money order made payable to N.C. Vital Records. Personal checks are not accepted. Requests that are submitted with no payment, **or** incomplete payment **or** incomplete information will be returned. Credit card payment is available for walk-in customers.

**ID OF THE PERSON REQUESTING A CERTIFICATE IS REQUIRED:**  
 See Page 2 for a list of acceptable IDs. Requests that do not include proper identification will be returned.

**I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of N.C. 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 a Certificate \_\_\_\_\_  
Date

**Office Use Only:** SFN \_\_\_\_\_ DCN \_\_\_\_\_ Cartridge/Frame \_\_\_\_\_  
 Amount received: \$ \_\_\_\_\_ Identification presented \_\_\_\_\_  
 Request number \_\_\_\_\_ Request date \_\_\_\_\_

CUSTOMER MUST COMPLETE

## Order Certificate

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 five weeks 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.

## Record Changes

Complete this section only if you are making a request to change information on the birth certificate. The \$15 processing fee to review your request is non-refundable. In-person assistance for this service is by appointment only. Please call (919) 792-5986 to schedule an appointment. If your request involves more than one birth record, the \$15 processing fee applies to each individual's birth record that requires change(s).

## Faster Service

To receive expedited service you **MUST write "Expedite"** on the outside of the envelope. Expedited requests will be processed within 10 business days. This does not include the additional day(s) for shipping. This is a non-refundable fee.

## Identification Requirement

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:**

- Current state-issued driver's license (address must match requestor's address on application)
- Current state-issued non-driver photo ID card (address must match requestor's address on application)
- Current Passport or Visa (must include photo)
- Current U.S. military ID
- Current Department of Corrections photo ID card dated within the last year
- Current state or U.S. government agency photo ID card (for persons requesting certificates as part of that agency's business)
- Current student ID card with copy of transcript

If you do not have one of the IDs listed above, you must provide legible photocopies of TWO of the following (must be two DIFFERENT forms of ID):

- Temporary driver's license
- Current utility bill with current address
- Car registration or title with current address
- Bank statement with current address
- Pay stub with current address
- Income tax return/W-2 form showing current address
- Letter from government agency dated within the last six months and showing current address
- State-issued concealed weapon permit showing current address

*If you are unable to meet our ID requirements, a family member or other person who is entitled to obtain the certificate, and who can meet the ID requirements, may request it.*

*A list of persons entitled to obtain certificates is located on our website at <http://vitalrecords.nc.gov/faqs.htm>.*