

North Carolina Department of Health and Human Services

Division of Public Health • N.C. Vital Records

<https://vitalrecords.nc.gov>

Telephone: 919-733-3000

Mail: NCOVR
Attn: Death, Marriage, Divorce
Certificate Order
1903 Mail Service Center
Raleigh, NC 27699-1900

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

Application for North Carolina Death, Marriage or Divorce Record

A Death, Marriage or Divorce Certificate search costs \$24 and includes one copy if a certificate is located. The search covers a three-year period. **This search fee is non-refundable.** There is a fee of \$15 for each additional certificate copy requested from the same search. If you want same-day walk-in service, an additional \$15 expedited processing fee is required. Make your certified check or money order payable to "N.C. Vital Records." **Please do not send cash in the mail. Personal checks are not accepted.** If you have questions, our telephone number is 919-733-3000.

Please Print

Identification of the person requesting a certificate is required. See page 2 for a list of acceptable IDs.

Death Certificate

Number of Copies Requested: _____ **Certified** (Suitable for legal purposes) _____ **Uncertified** (Not suitable for legal purposes)

Full Name of Deceased _____

First Name Middle Name Last Name Last Name prior to first marriage, if applies

Date of Death (Month/Day/Year) _____ Age at Time of Death _____ Race _____

Location of Death (City or County) _____

Date of Birth (Month/Day/Year) _____

Office Use Only
SFN _____

Marriage Certificate

Number of Copies Requested: _____ **Certified** (Suitable for legal purposes) _____ **Uncertified** (Not suitable for legal purposes)

Full Name of Groom/Applicant _____

First Name Middle Name Last Name Last Name prior to first marriage, if applies

Full Name of Bride/Applicant _____

First Name Middle Name Last Name Last Name prior to first marriage, if applies

Date of Marriage (Month/Day/Year) _____

County Where License Was Issued _____

County (provide city or town if county is unknown)

Office Use Only
SFN _____

Divorce Certificate

Number of Copies Requested: _____ **Certified** (Suitable for legal purposes) _____ **Uncertified** (Not suitable for legal purposes)

Full Name of Husband/Spouse _____

First Name Middle Name Last Name Last Name prior to first marriage, if applies

Full Name of Wife/Spouse _____

First Name Middle Name Last Name Last Name prior to first marriage, if applies

Date of Divorce (Month/Day/Year) _____

Location of Divorce (City or County) _____

Office Use Only
SFN _____

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

Identification of the person requesting the certificate is required. See Page 2 for a list of acceptable IDs.

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

How do you plan to use this record? _____

I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26A) to make a false statement on this application or to unlawfully obtain a copy or certified copy of a vital record.

Signature of Person Requesting the Certificate _____ Print Name of Person Requesting the Certificate _____

Mailing Address Including City, State and Zip Code _____ Street Address Including City, State and Zip Code _____
(If mailing to a P.O. Box, street address must also be listed to the right)

Date Signed _____ (Area Code) Telephone Number (During business hours) _____

Office Use Only: SFN _____ DCN _____ Cartridge/Frame _____

Amount received: \$ _____ Identification presented _____

Request number _____ Request date _____

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.

For current processing times for expedited requests, see our website at <https://vitalrecords.nc.gov/processing-dates.htm>.

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

<https://vitalrecords.nc.gov/faqs.htm>.