

Identification Requirements

Due to identity theft and other fraudulent use of vital records, **the person requesting a modification is REQUIRED to comply with the below identity verification requirements.**

North Carolina Office of Vital Records has a 100% identity verification policy. Proof of the requestor's identity is required no matter which ordering method is selected. Requestor must meet our identity and entitlement verification requirements in order to receive a certificate.

If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

The address on your vital records application must match the address on the applicable identity documents you provide.

Applications that do not include a legible photocopy of one of the IDs listed below with your request will be denied:

Primary Photo Identification

Applicants will provide one form of Primary Photo ID

(one of the following valid, unexpired, undamaged forms of a government-issued photo-ID) If Primary Photo ID is not available, please see requirements for **Applicants Without Primary Photo ID** below.

- State-Issued Driver's License
- State-Issued Non-Driver's ID Card
- Passport or Visa (photo included)
- Military ID Cards
- Current student ID Card with copy of transcript
- Department of Corrections photo ID Card dated within the last year or release/discharge paperwork with a photo
- Government Employee ID**

* Must meet entitlement verification requirements

** Applies to Social Workers or other Government representatives only

Alternate identification for Applicants Without Primary Photo ID

Applicants without any of the above Primary Photo ID documents must provide two forms of Alternate Identification from the options below. (All options must show full name, current address and/or signature where appropriate)

- A pay stub dated within last 60 days and current address
- Current Utility Bill with current address (Phone, gas, electric)
- Temporary driver's license
- Letter from a government agency dated within the last six months and showing current address
- Unexpired Vehicle Registration/Title
- Bank Statement with current address
- State issued concealed weapon permit showing current address
- Previous year W2

Proof of Legal Entitlement to Modify a Birth Record Requirements

- **If applicants cannot supply the required form(s) of evidence or identity, they must obtain a court order to support the request for modification.**
- To amend any field on a death certificate, the applicant must be one of the following:
 - Spouse listed on death certificate
 - Decedent's Brother/Sister
 - Decedent's Child/Stepchild
 - Decedent's Parent/Stepparent
 - Decedent's Legal representative
 - Person whose personal or property rights would be determined or protected by access to the death certificate (e.g., shared property with the decedent, etc.)