

Guide on how to obtain a birth certificate

A birth certificate is a vital record that documents the birth of a child and serves as proof of identity and age. It is considered valid proof of U.S. citizenship by federal, state, and local government agencies and is often required to gain access to other forms of ID. Most states provide a centralized office from which birth certificates can be ordered as well as for it to be ordered online. Each state has its own rules, instructions, and fees for ordering certified birth certificates.

Typical Steps for Replacing a Birth Certificate

- Determine the state of birth.
- Understand state requirements: Contact the vital records office in the state where born by phone or website and obtain the required form and instructions specific to that state. Typical requirements for obtaining a birth certificate are name, date of birth, place of birth, and name of parent(s).
- Prepare the application: Complete the birth certificate request form and determine what secondary documents you currently have and what you will need to obtain.
 - Accuracy and completeness are important! Many states will keep the fee for the search itself, even if they are not successful in locating the record.
 - Make sure to request a certified copy, not a certified informational copy. Informational copies do not establish identity.
 - What if the person doesn't have a valid ID? In some states, the application can be notarized in place of an ID. Find a notary to complete the application. Many banks have free notary services.
- Submit the application: Create a checklist and ensure that all required documents are included in the application.

Costs

Birth certificates vary in cost from \$5-34, depending on the state. Check with each state's vital records office to determine the cost. For approximate costs, use the [CDC's vital records office locator](#) and select the appropriate state.

Order Birth Certificate Online (All States)

- www.vitalchek.com



Virginia State Vital Records (For Born in VA)

Address: 2001 Maywill Street, Suite # 101 Richmond, Virginia 23230

Office Hours: Monday – Friday 7:00AM – 4:30PM (Walk-in accepted)

Apply & Pay Online on [VDH Vital Record Website](#)

Call Center for assistance # 1-804-662-6200 (Monday – Friday 8:00AM – 4:30PM)

[Click on this link](#) if interested in information for Drop off Option at Richmond office or
Any additional information about Virginia VDH Vital Records.

****Special Note: Virginia residents born in Virginia can also obtain their birth certificate through the Department of Motor Vehicles (DMV) in person or through mail.***

<https://www.dmv.virginia.gov/records/vital>