

**Purpose:** Customers born in Virginia (from 1912 to the present) use this form to request a Virginia birth certificate in person.

**Instructions:** The requester - the person submitting this application - must show an acceptable identification document(s) from the list on the back of this form and provide payment to the Department of Motor Vehicles (DMV). REVIEW PAYMENT INFORMATION on page 2 of this form.

REQUESTER INFORMATION			
REQUESTER NAME (print) - (last)		(first)	(middle) (suffix)
REQUESTER ADDRESS		CITY	STATE ZIP CODE
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	REQUESTER EMAIL		TELEPHONE NUMBER
RELATIONSHIP OF REQUESTER TO PERSON NAMED ON THE CERTIFICATE (check one)			
<input type="checkbox"/> SELF <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> CHILD <input type="checkbox"/> SISTER <input type="checkbox"/> BROTHER <input type="checkbox"/> CURRENT SPOUSE <input type="checkbox"/> MATERNAL GRANDPARENT <input type="checkbox"/> PATERNAL GRANDPARENT <input type="checkbox"/> LEGAL GUARDIAN -(must show court approved custody papers) <input type="checkbox"/> LEGAL REPRESENTATIVE (additional documents - Bar Card/Power of Attorney required) <input type="checkbox"/> NON RELATIVE (Public Record Request only) <input type="checkbox"/> NON-IMMEDIATE FAMILY (Public Record Request only)			
REASON FOR REQUESTING			
<input type="checkbox"/> RETIREMENT <input type="checkbox"/> SCHOOL: Pre-K to 12 <input type="checkbox"/> TRAVEL <input type="checkbox"/> PASSPORT <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> HOUSING <input type="checkbox"/> INSURANCE <input type="checkbox"/> DMV LICENSE OR ID CARD <input type="checkbox"/> VETERANS BENEFITS ONLY <input type="checkbox"/> OTHER (specify) _____ <input type="checkbox"/> PUBLIC RECORD REQUEST - (records at least 100 years old)			

BIRTH CERTIFICATE INFORMATION							
NUMBER OF COPIES	NAME AT BIRTH (print) - (last)		(first) (middle) (suffix)				
If name has changed since birth due to adoption, court order or any reason other than marriage, enter the changed name here. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>BIRTH NAME CHANGED TO: (print) (last)</td> <td>(first)</td> <td>(middle)</td> <td>(suffix)</td> </tr> </table>				BIRTH NAME CHANGED TO: (print) (last)	(first)	(middle)	(suffix)
BIRTH NAME CHANGED TO: (print) (last)	(first)	(middle)	(suffix)				
BIRTH DATE (mm/dd/yyyy)	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTH PLACE (Virginia city or county)	BIRTH HOSPITAL (optional)				
MOTHER FULL MAIDEN NAME (print mother 's name before first marriage/name at time of mother's birth) (print) - (last) (first) (middle) (suffix)							
FATHER FULL NAME (if known) (print) - (last) (first) (middle) (suffix)							

CERTIFICATION	
I understand that making a false application for a Vital Record is a Felony under state and federal law. I also certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
REQUESTER SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY			
ID Documents Requester Presented (must be 1 primary or 2 secondary documents from the list on the back)			DMV CUSTOMER NUMBER
	Primary 1 or Secondary 1	Secondary 2	CSR STAMP
Type of Identification			
Expiration Date			
Document Number			
CSR Signature			

## ACCEPTABLE IDENTIFICATION DOCUMENTS

**The following is a list of Primary and Secondary documents which are acceptable to the Virginia Department of Health, Division of Vital Records for the purpose of certifying a birth and/or producing a birth certificate. One Primary Document or two Secondary Documents must be submitted in order to conduct a certification.**

- Documents must be originals. Temporary documents and photocopies will not be accepted.
- A document will not be accepted when there is reason to believe it has been altered, fraudulently obtained or is fake, forged, counterfeit, or otherwise non-genuine or illegitimate. Altering, manufacturing, selling or possessing a fraudulent birth certificate, driver's license or ID card, falsifying information or assisting a person with improperly or fraudulently obtaining a certification is a criminal offense.

**Name:** Make sure that your name appears the same on all proof documents. If your middle name or middle initial begins with the same letter, but is not spelled out or displayed on all of your documents, your documents may be accepted. Nicknames will not be accepted. If your name appears differently on your proof documents, you may be asked to present additional documentation.

*(The acceptable documents listed may change without prior notice.)*

### PRIMARY DOCUMENTS

Driver's license issued by a U.S. state, territory, or jurisdiction unexpired or expired for not more than one year

Learner's/instruction permit issued by a U.S. state, territory, or jurisdiction unexpired or expired for not more than one year

Photo identification card issued by a U.S. state, territory, or jurisdiction unexpired or expired for not more than one year

Current Photo ID card, (school and employment with identification number). Check Cashing Cards are not acceptable

Unexpired U.S. military ID card of an active duty or retired member

U.S. Passport or passport card - unexpired

Unexpired Foreign Passport with VISA, I-94 or I-94W

U.S. Certificate of Naturalization - (form N-550, N-570 or N-578)

U.S. Certificate of Citizenship - (form N-560 or N-561)

U.S. Citizen Identification Card - (form I-197)

Temporary Resident Card - unexpired - (form I-688)

Employment Authorization Card - unexpired - (form I-688A, I-688B or I-766)

Refugee Travel Document - unexpired - (form I-571)

Resident Alien Card - unexpired - (form I-551)

Permanent Resident Card - unexpired - (form I-551)

Northern Marianas Card - unexpired - (form I-551)

Asylum - A copy of the first and last page of application for Asylum

Consular Report of Birth Abroad (form FS-240)

Certificate of Birth Abroad (FS-545)

Certification of Report of Birth of a U.S. Citizen (DS-1350)

Virginia Criminal Justice Agency Offender Information Form

United States Probation Offender Information Form

### SECONDARY DOCUMENTS

U.S. Selective Service Card

U.S. military discharge papers (form DD214)

Certified School Records/Transcript issued by a U.S. state or territory

Certificate of Enrollment issued by Virginia Department of Education

Life insurance policy

Health care insurance card - (i.e. Medicare Card/ Medicaid Card)

Unexpired welfare/social services identification card with photo, issued by a municipality

State-issued driver's license or learner's/instruction permit, with photo, expired not more than 5 years

State-issued photo identification card expired not more than 5 years

U.S. Passport or passport card - expired not more than 5 years

Unexpired military dependent ID card, with photo

Foreign Passport - expired not more than 5 years, with a U.S. VISA

Unexpired weapons or gun permit issued by federal, state or municipal government

Unexpired pilot's license

Veterans' Universal Access Identification Card

INS form I-797 (applicable only for individuals whose names appear on the form)

USCIS student or dependent SEVIS I-20 with or without USCIS stamp (Applicant's name must appear on the form)

U.S. Department of State form DS-2019 (Applicant's name must appear on the form)

## PAYMENT INFORMATION

Fees paid for a birth certificate/vital records search are non-refundable. Virginia statutes require DMV to charge a fee of \$14.00 (which includes a \$2.00 administrative fee) for each search regardless of whether a certification of a vital record is completed or not found.

### PAYING BY CHECK?

**WHILE IN A DMV CUSTOMER SERVICE CENTER** - make check payable to the Department of Motor Vehicles (DMV). There is an \$85.00 service charge for returned checks. Requests that cannot be completed by DMV will be forwarded to the Virginia Department of Health/Division of Vital Records. The State Registrar of Vital Records reserves the right to accept or deny any application (Virginia Code §32.1-271 (C)).

**REQUESTING BIRTH CERTIFICATE BY MAIL** - This form may be used only by persons while in a DMV Customer Service Center. To obtain a birth certificate by mail, download the Virginia Department of Health's "Application for Certification of a Vital Record", [www.vdh.virginia.gov](http://www.vdh.virginia.gov). Mail that completed application to: Division of Vital Records, P.O. Box 1000, Richmond, VA 23218-1000.