

## Vital Records Request Form

<b>Birth</b>	Full Name of Child:	
	Date of Birth:	
	Mother's Full Maiden Name:	
	Father's Full Name:	
<b>Marriage</b>	Full Maiden Name of Each Spouse:	
	Date of Marriage:	
<b>Death</b>	Full Name of Decedent:	
	Date of Death:	

Name of person requesting the record: \_\_\_\_\_

Address: \_\_\_\_\_

# of Copies: \_\_\_\_\_ (\$15 for the 1<sup>st</sup> copy and \$6 for each additional copy)

Indicate your Relationship to the person on requested record below:

- |   |  |
|---|--|
| <input type="checkbox"/> Self<br><input type="checkbox"/> Spouse<br><input type="checkbox"/> Registered Domestic Partner<br><input type="checkbox"/> Parent | <input type="checkbox"/> Guardian<br><input type="checkbox"/> Descendant<br><input type="checkbox"/> Attorney of person on record<br><input type="checkbox"/> Genealogist ID # _____ |
|---|--|

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

\*\*\*\*\* **Below for Clerk Use Only** \*\*\*\*\*

**Establishing eligibility to acquire record:**

- Related applicants must provide proof of lineage.
- Domestic Partners must provide proof of registration of domestic partnership.
- Attorneys must provide a signed, notarized release from family
- Genealogists must provide a state-issued card.

OR provide two of these for proof of identity:

- Utility bills
- Bank statements
- Vehicle registration
- Income tax return
- Personal Check w/ address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter Registration card
- Disability award from SSA
- Other \_\_\_\_\_
- 

**Proof of identity of applicant:**

Applicant must either provide one of these:

- Driver's License
- Passport
- Government issued picture I.D.

**NOTE: Do not retain copies of proof provided or note any specific numbers**