

## INSTRUCTIONS FOR OBTAINING A CERTIFIED COPY OF A BIRTH RECORD

The Division of Vital Records can issue copies of birth certificates only for births that occurred in North Dakota. We have records on file starting with 1870 to the present.

### **NEW IDENTIFICATION REQUIREMENTS**

We now require proof of identification before we can release a certified copy of a birth record. **Proof of identification can be established by submitting a legible photocopy of one of the following forms of identification:**

1. State Government issued Photo ID or Driver's License
2. Bureau of Indian Affairs issued tribal ID card
3. US Government issued Military ID card
4. US Government issue Passport or Visa

If you do not have one of the prior forms of identification, you must provide a legible photocopy of **two** of the following:

1. Social Security Card
2. Utility bill with current address (within last three months)
3. Bank Statement with current address (within last three months)
4. Pay stub (within last three months)
5. Car registration or title with current address
6. IRS Tax Return from prior year

**The fee for a search of the files is \$7;** one search fee pays for one certified copy. Additional copies of the same record issued at the same time are \$4 each. Please make your check or money order payable to North Dakota Department of Health. We will issue a certified raised-seal paper copy for each copy requested.

Once received, processing time is 5 to 7 business days in the office (**this does not include the mailing time**). Copies to be sent by **Federal Express** or **UPS** are processed the same day, **provided the request is in our office by 10:00 a.m. Central Time.**

Certified copies **CANNOT** be faxed. The certified copies will be sent by first class mail unless you specify and include the funds for special shipping through Federal Express for an additional \$16.00 (add \$6 for delivery to Alaska or Hawaii) or UPS for an additional \$16.

This form may be completed and mailed with fees to:

Vital Records  
600 East Boulevard Ave. Dept. 301  
Bismarck, ND 58505-0200

If you prefer, you may complete this form and fax it with your **Visa, Master Card, or Discover** credit card number and expiration date to (701) 328-1850. Remember to fax a copy of your ID!!

Our web page is at: [www.ndhealth.gov/vital](http://www.ndhealth.gov/vital)

Our email address is: [vitalrec@nd.gov](mailto:vitalrec@nd.gov)

