VERMONT
DEPARTMENT OF HEALTH

Application for Certified Copy of Vermont Birth or Death Certificate
Additional Instructions

Vital Records Office
P.O. Box 70
Burlington, VT 05402

General Instructions

- A completed, signed application **and** current identification are required to request a certified copy of a Vermont birth or death certificate.
- To request two types of certificates (like one birth and one death certificate), use a second copy of the application for each type of certificate.
- Request certificates for different people with separate applications.
- Multiple copies of the same certificate can be requested with one application.
- Items marked with an asterisk (*) **must** be completed.

Birth Certificate or Death Certificate

- Enter names and dates correctly. If the information on the application has errors, we may not be able to locate the records.
- Search the statewide public index to check the date of the event or other information: https://secure.vermont.gov/VSARA/vitalrecords/search-tool.php
- Under Name of Parents use the parent's last name used before their first marriage, known as the maiden name, if applicable.

Applicant Information

- Certificates will be sent to the applicant mailing address entered on the application.

Relationship to Person Named on Certificate

- Only people with one of the relationships listed in this section of the application are eligible to request a certified copy of a birth or a death certificate according to Vermont law (18 V.S.A. § 5016 (b) (2)).

Identification Document(s)

- **One (1) current, unexpired primary document** from the list on the application is required. If you do not have one of these government issued IDs, **two (2) alternate documents** from the list on the application are required.
- The address on the identification document(s) must match the applicant mailing address on the application.
- If mailing an application, include photocopies of the identification documents. Make sure the copies can be read.

Order Summary

- The certified copy fee is set by Vermont law (18 V.S.A. § 5017).
- Make your check or money order payable as directed on the application.
- Mail or bring the payment, application and identification documents to the location identified on the application.

Verification

- After reviewing the information on the completed application, print the application (if you're filling out an electronic version) and then sign and print your name and add the date.