

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.

Effective January 1, 2008:

NDCC 23-02.1-27 (1) – A certified copy of a birth record may be issued to the individual named on the record if that individual is at least 16 years old, to a parent named on the record, to an authorized representative, or by the order of a court of competent jurisdiction. If the individual named on the birth record is deceased, a certified copy of that record may also be issued to a relative. A relative means a person's current or surviving spouse, a parent or legal guardian, a child, a grandparent, or a grandchild.

Because of these new restrictions, we must 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 issued Passport or Visa
5. US Government issued Permanent Resident Card

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 in our office, copies are usually mailed in 5 to 7 business days (**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

Our email address is: vitalrec@nd.gov

