

## 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.

Proof of identification must be submitted before we can issue a certified copy of a birth record. Proof of identification can be established by having this form **NOTARIZED** in the space provided on the front, or by submitting a legible photocopy of **ONE** of the following **PRIMARY** 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

If you cannot provide one of the primary forms of identification listed above, proof of identity can still be established by submitting a legible photocopy of **TWO** of the following **SECONDARY** forms of identification:

1. Social Security Card
2. Medicare/Medicaid Card
3. Utility bill with the current address (within the last three months)
4. Bank Statement with the current address (within the last three months)
5. Pay Stub (within the last three months) or W-2 (issued for the previous tax year)
6. Motor Vehicle Registration Card for the current year with the current address

**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

This form may also be **faxed** to (701) 328-1850. Please include your **Visa, Master Card, or Discover** credit card information in the space provided and remember to fax a legible copy of your identification listed above.

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

For questions, call our office at (701) 328-2360 or e-mail us at [vitalrec@nd.gov](mailto:vitalrec@nd.gov).

