



Virginia Department of Motor Vehicles
 Post Office Box 27412
 Richmond, Virginia 23269-0001
 www.dmv.virginia.gov

BORN IN VIRGINIA VIRGINIA BIRTH CERTIFICATE APPLICATION

Purpose: Customers born in Virginia (from 1912 to the present) use this form to request a Virginia birth certificate in person.

Instructions: The requester - the person submitting this application - must show an acceptable identification document(s) from the list on the back of this form and provide payment to the Department of Motor Vehicles (DMV). REVIEW PAYMENT INFORMATION on page 2 of this form.

REQUESTER INFORMATION				
REQUESTER NAME (print) - (last)		(first)	(middle)	(suffix)
REQUESTER ADDRESS		CITY	STATE	ZIP CODE
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NON-BINARY		REQUESTER EMAIL		TELEPHONE NUMBER
RELATIONSHIP OF REQUESTER TO PERSON NAMED ON THE CERTIFICATE (check one)				
<input type="checkbox"/> SELF <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> CHILD <input type="checkbox"/> SISTER <input type="checkbox"/> BROTHER <input type="checkbox"/> CURRENT SPOUSE <input type="checkbox"/> MATERNAL GRANDPARENT <input type="checkbox"/> PATERNAL GRANDPARENT <input type="checkbox"/> LEGAL GUARDIAN -(must show court approved custody papers) <input type="checkbox"/> LEGAL REPRESENTATIVE (additional documents - Bar Card/Power of Attorney required) <input type="checkbox"/> NON RELATIVE (Public Record Request only) <input type="checkbox"/> NON-IMMEDIATE FAMILY (Public Record Request only)				
REASON FOR REQUEST				
<input type="checkbox"/> RETIREMENT <input type="checkbox"/> SCHOOL: Pre-K to 12 <input type="checkbox"/> TRAVEL <input type="checkbox"/> PASSPORT <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> HOUSING <input type="checkbox"/> INSURANCE <input type="checkbox"/> DMV LICENSE OR ID CARD <input type="checkbox"/> VETERANS BENEFITS ONLY <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> PUBLIC RECORD REQUEST - (records at least 100 years old)				

BIRTH CERTIFICATE INFORMATION					
NUMBER OF COPIES	NAME AT BIRTH (print) - (last)		(first)	(middle)	(suffix)
If name has changed since birth due to adoption, court order or any reason <u>other than marriage</u> , enter the changed name here.		BIRTH NAME CHANGED TO: (print) (last) (first) (middle) (suffix)			
BIRTH DATE (mm/dd/yyyy)	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTH PLACE (Virginia city or county)	BIRTH HOSPITAL (optional)		
MOTHER FULL MAIDEN NAME (print mother's name before first marriage/name at time of mother's birth)					
(print) - (last)		(first)	(middle)	(suffix)	
FATHER FULL NAME (if known) (print) - (last)					
		(first)	(middle)	(suffix)	

CERTIFICATION	
I understand that making a false application for a Vital Record is a Felony under state and federal law. I also certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
REQUESTER SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY				
ID Documents Requester Presented (must be 1 primary or 2 secondary documents from the list on the back)			DMV CUSTOMER NUMBER	
	Primary 1 or Secondary 1	Secondary 2	FEE	CSR STAMP
Type of Identification			<input type="checkbox"/> HOMELESS YOUTH FEE WAIVER	
Expiration Date				
Document Number				
CSR Signature				

ACCEPTABLE IDENTIFICATION DOCUMENTS

The following is a list of Primary and Secondary documents which are acceptable to the Virginia Department of Health, Division of Vital Records for the purpose of certifying a birth and/or producing a birth certificate. One Primary Document or two Secondary Documents must be submitted in order to conduct a certification.

- Documents must be originals. Temporary documents and photocopies will not be accepted.
- A document will not be accepted when there is reason to believe it has been altered, fraudulently obtained or is fake, forged, counterfeit, or otherwise non-genuine or illegitimate. Altering, manufacturing, selling or possessing a fraudulent birth certificate, driver's license or ID card, falsifying information or assisting a person with improperly or fraudulently obtaining a certification is a criminal offense.

Name: Make sure that your name appears the same on all proof documents. If your middle name or middle initial begins with the same letter, but is not spelled out or displayed on all of your documents, your documents may be accepted. Nicknames will not be accepted. If your name appears differently on your proof documents, you may be asked to present additional documentation.

(The acceptable documents listed may change without prior notice.)

PRIMARY DOCUMENTS

1. Photo Driver's license issued by a U.S. state, territory, or jurisdiction unexpired or expired for not more than one year
2. Learner's/Instruction Permit issued by a U.S. state, territory, or jurisdiction unexpired or expired for not more than one year
3. Photo identification card issued by U.S. state, territory, or jurisdiction unexpired or expired for not more than one year. Includes Global Entry Card
4. Current Photo Identification card, (school and employment with identification number). Check Cashing Cards are not acceptable
5. Unexpired U.S. military Card of an active duty or retired member
6. U.S. Passport or passport card - unexpired
7. Unexpired Foreign Passport, I-94 or I-94W Green Card
8. U.S. Certificate of Naturalization - (form N-550, N-570 or N-578)
9. U.S. Certificate of Citizenship - (form N-560 or N-561)
10. U.S. Citizen Identification Card - (form I-197)
11. Temporary Resident Card - unexpired - (form I-688)
12. Employment Authorization Document - unexpired - (form I-766)
13. Refugee Travel Document - unexpired - (form I-571)
14. Resident Alien Card - unexpired - (form I-551)
15. Permanent Resident Card - unexpired - (form I-551)
16. Northern Marianas Card - unexpired - (form I-551)
17. Asylum - A copy of the first and last page of application for Asylum
18. Consular Report of Birth Abroad (form FS-240)
19. Certification of Report of Birth of a U.S. Citizen (DS-1350)
20. Virginia Criminal Justice Agency Offender Information Form
21. United States Probation Offender Information Form
22. Certificate of Birth Abroad (FS-545)

SECONDARY DOCUMENTS

1. U.S. Selective Service Card
2. U.S. Military Discharge Papers (form DD214)
3. Certified School Records/Transcript issued by a U.S. state or territory
4. Certificate of Enrollment issued by Virginia Department of Education
5. Life insurance policy
6. Health care insurance card - (i.e. Medicare Card/ Medicaid Card)
7. Unexpired Welfare/Social Services identification card with photo, issued by municipality
8. State-issued driver's license or learner's/instruction permit, with photo, expired not more than 5 years
9. State-issued photo identification card expired not more than 5 years
10. U.S. Passport or passport card - expired not more than 5 years
11. Unexpired military dependent ID card, with photo
12. Foreign Passport - expired not more than 5 years
13. Unexpired weapons or gun permit issued by federal, state or municipal government
14. Unexpired pilot license
15. Veterans' Universal Access Identification Card
16. INS form I-797 (applicable only for individuals whose names appear on the form)
17. USCIS student or dependent SEVIS I-20 with or without USCIS stamp (Applicant's name must appear on the form)
18. U.S. Department of State form DS-2019 (Applicant's name must appear on the form)
19. Proof of Birth Letter issued by a Virginia Hospital
20. Utility Bill (gas, water, or electricity within the last 6 months)
21. Voter Registration Card (Valid)
22. Foreign Identification with identifiable photo of applicant or requester

PAYMENT INFORMATION

Fees paid for a birth certificate/vital records search are non-refundable. Virginia statutes require DMV to charge a fee of \$14.00 (which includes a \$2.00 administrative fee) for each search regardless of whether a certification of a vital record is completed or not found.

FEE WAIVER FOR QUALIFYING HOMELESS YOUTH

Under § 22.1-3(A)(7) of the Code of Virginia, individuals under age 21 who are experiencing homelessness may be eligible to receive a vital record at no charge. To qualify, the applicant must meet specific criteria and submit a completed Virginia Affidavit Certifying Homeless Youth Status. Eligibility and application requirements, including who can serve as a certifier and how to apply, are available at www.dmv.virginia.gov.

PAYING BY CHECK?

WHILE IN A DMV CUSTOMER SERVICE CENTER - make check payable to the Department of Motor Vehicles (DMV). There is an \$85.00 service charge for returned checks. Requests that cannot be completed by DMV will be forwarded to the Virginia Department of Health/Division of Vital Records. The State Registrar of Vital Records reserves the right to accept or deny any application (Virginia Code §32.1-271 (C)).

REQUESTING BIRTH CERTIFICATE BY MAIL - This form may be used only by persons while in a DMV Customer Service Center. To obtain a birth certificate by mail, download the Virginia Department of Health's "Application for Certification of a Vital Record", www.vdh.virginia.gov. Mail that completed application to: Division of Vital Records, P.O. Box 1000, Richmond, VA 23218-1000.