



DIVISION OF VITAL RECORDS

410.764.3038

HOW TO PURCHASE A BIRTH CERTIFICATE

- **WHEN CAN I PURCHASE A BIRTH CERTIFICATE?**

As soon as the hospital or facility sends your child's information to the State – this will take approximately one week after your child's birth.

- **WHAT OPTIONS ARE THERE TO PURCHASE A BIRTH CERTIFICATE?**

A) IN PERSON (see next bullet)

B) BY PHONE

- 410.764.3169
- 410.764.3181
- 410.764.3170
- 410.764.3174

C) BY MAIL

- Download the form at <http://dhmh.maryland.gov/vsa/SitePages/birth.aspx>

D) BY INTERNET

- Go to www.vitalchek.com

- **WHERE CAN I GO TO PURCHASE A BIRTH CERTIFICATE?** The two options include:

The Division of Vital Records
Reisterstown Plaza
6550 Reisterstown Road
Baltimore, Maryland 21215
410.764.3038

-OR-

Any **Local Health Department EXCEPT** in these counties:

- *Baltimore City
- *Baltimore County
- *Montgomery

- **WHAT INFORMATION MUST I BRING TO PURCHASE A BIRTH CERTIFICATE FROM ANY OF THESE LOCATIONS?**

FOR SAME DAY SERVICE: A current valid government-issued photo ID is required with an issue and expiration date - i.e., driver's license; passport; State of MVA photo ID card

**** YOU CANNOT OBTAIN A BIRTH CERTIFICATE IF YOU DO NOT HAVE THE PHOTO ID ****

If you do not have a State issued photo ID, you may use ALTERNATIVE DOCUMENTATION; however, the birth certificate will then be MAILED to the address that is listed on the alternative documentation.

ACCEPTABLE *ALTERNATIVE FORMS OF IDENTIFICATION INCLUDE:

- Pay stub
- Current vehicle registration
- Bank statement
- Letter from a government agency requesting a vital record
- Lease/rental agreement
- Utility bill with current address
- Copy of income tax return/W-2 form

*** YOU WILL NEED TO BRING TWO ALTERNATIVE FORMS OF IDENTIFICATION SHOWING YOUR CURRENT ADDRESS**



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- **WHAT IS THE COST OF A BIRTH CERTIFICATE?**

A) IN PERSON – at the Division of Vital Records for a fee of \$24.00 in the form of cash, check, credit card (There is an additional \$2.75 surcharge per credit card transaction)

-OR-

IN PERSON – at the Local Health Departments – the cost varies. You will need to contact them individually.

B) BY PHONE – \$34.75 (Includes a surcharge of \$10.75)

C) BY MAIL – \$24.00 (Download the form at <http://dhmh.maryland.gov/vsa/SitePages/birth.aspx>)

D) BY INTERNET – \$34.75 (Go to <http://www.vitalchek.com/birth-certificates>)

E) COMMEMORATIVE BIRTH CERTIFICATE – \$50.00 (Download the form at <http://dhmh.maryland.gov/vsa/SitePages/birthcert.aspx>)

- **APPROXIMATELY HOW LONG DOES IT TAKE TO RECEIVE THE BIRTH CERTIFICATE?**

A) IN PERSON – immediately providing you produce a government issued identification –**OR**– 7 to 10 days if you provide alternative identification as listed on the reverse side

B) BY PHONE – 10 to 12 business days

C) BY MAIL – 3 to 4 weeks

D) BY INTERNET – 10 to 12 business days

E) COMMEMORATIVE BIRTH CERTIFICATE – 8 to 12 weeks

F) SENT via UPS – 2 to 3 Days, ADD \$17.50 to the TOTAL COST (Ex. - \$34.75 + \$17.50 = \$52.25)