

BIRTH RECORDS

Any person 18 years or older may purchase certified copies of birth records which are at least 100 years old. The cost is \$20.00 per copy. Access to any copy of a birth records less than that are restricted to the following:

1. The person whose birth is recorded, if over 18 years of age.
2. Such person's children, grandchildren, spouse, parent, guardian or grandparent (Note: a father has access only if he is recorded on the child's certificate)
3. The chief executive officer of the municipality where the birth occurred, or his agent.
4. The local director of health for the town where the birth occurred or where the mother was a resident at the time of the birth.
5. Attorneys representing such person or such person's parent, guardian, child or surviving spouse.
6. Members of genealogical societies authorized by the Secretary of the State to do business in this State.
7. Agents of a state or federal agency as approved by the DPH.
8. Researchers approved by the DPH.

Any eligible party requesting a copy of a birth certificate must provide verification of relationship entitling them to a copy of the birth certificate (ex: a person requesting a birth certificate of a grandchild must show a birth certificate of their child to show the chain.)

Additionally, any requester must also submit the following documentation:

- A. The Request of Copy of Birth Certificate form
- B. A valid, government issued photo identification; or, if a photo ID is not available, at least two of the following documents:
 1. Social security card
 2. Written verification of identify from your employer
 3. Automobile registration
 4. Copy of utility bill showing name and address
 5. Checking account deposit slip showing name and address
 6. Voter registration card