

# Certificate Ordering Information

The Division of Vital Records offers four options to order birth or death certificates. See below for specific information.

## Online Ordering

For our customers who wish to use a credit card, the Division of Vital Records has recognized the

### **VitalChek Network**

(<https://www.vitalchek.com/vital-records/pennsylvania/pennsylvania-vital-records>)



as

our only authorized vendor. If you have ordered through another internet vendor and have experienced a problem in obtaining information, you will need to contact that vendor directly for resolution. If you believe an internet vendor's website provides inaccurate information about our services or fees, you may wish to consider contacting the consumer protection office in the Pennsylvania Attorney General's office or the consumer protection agency in the state where you reside or the state where the vendor is located.

- Take advantage of fast, convenient internet ordering seven days a week, 24 hours a day.
- All major credit cards are accepted.

### **Current Processing Times**

(/topics/certificates/Pages/Processing-Times.aspx)

- Click [for the most up-to-date processing information.](#)
- Delivery options may incur additional fees, based on customer selection.
- Additional transaction fees apply for both births and deaths (in addition to standard certificate fees).
- ID – Proof of requestor's identity is required.
- The status of an online request cannot be verified until after two business days from the date the request was submitted.

## Related Information

### **Application for a Birth Certificate**

(/topics/Documents/Certificates%20and%20Records/Application\_for\_a\_Birth\_Certificate.pdf)

### **Solicitud de Copia Certificada del Acta de Nacimiento**

(/topics/Documents/Certificates%20and%20Records/nacimiento.pdf)

### **Application for a Birth Certificate with Fees Waived Under the Disaster Declaration (for an Individual with an Opioid Disorder)**

(/topics/Documents/Certificates%20and%20Records/App\_for\_BC\_OUD.pdf)

### **Adoptee's Application for Noncertified Copy of Original Birth Record**

(/topics/Documents/Certificates%20and%20Records/adoptee\_app\_HD02045RecordF.pdf)

### **Multi-year Birth Application**

(/topics/Documents/Certificates%20and%20Records/multiyear\_birth\_application\_03-2015.pdf)

Online ordering is available for most requests. If the reason for your request does not appear in the online ordering drop-down box options, you are not eligible to order the certificate online. If you cannot apply via online ordering, you can order by mail, telephone or in person. Click on the bars below for more information. Note that the fee can be waived for armed forces members; however processing and shipping fees will apply. Exceptions include:

- time of birth added to the certified copy;
- birth occurred in another country and was registered in Pennsylvania;
- certificate requested for genealogy purposes;
- Fetal Death Certificate; and
- Certificate of Birth Resulting in Stillbirth.

Online Ordering Disclaimer: Credit card transactions are not handled directly by the Department of Health but are transacted through a third party. Any third party must meet Department of Health criteria. The requestor's use of a credit card constitutes a transaction between the requestor and the third party and it is not a transaction between the requestor using a credit card and the department. The requestor, in utilizing a credit card, specifically agrees that the department shall not be liable to requestor, cardholder, or anyone else in regard to requestor's submission or use of a credit card to pay for services or goods provided by the department. By continuing, I agree that I understand the above disclaimer. Click

**here**  [\(https://www.vitalchek.com/vital-records/pennsylvania/pennsylvania-vital-records\)](https://www.vitalchek.com/vital-records/pennsylvania/pennsylvania-vital-records) to order online.

## Order a Certificate by Telephone

- Call 866-712-8238 for fast, convenient ordering seven days a week, 24 hours a day.
- All major credit cards are accepted. Have your card ready when you place your call.

### **Application for**

### **a** **Death Certific** **ate**

(/topics/Documents/Certificates%20and%20Records/Application%20for%20a%20Death%20Certificate.pdf)

### **Solicitud de** **Copia** **Certificada del** **Acta de** **Defuncion**

(/topics/Documents/Certificates%20and%20Records/solicitud\_de\_copia\_certificada\_del\_acta\_de\_defuncion\_11-2017.pdf)

(/topics/Documents/Certificates%20and%20Records/multiyear\_birth\_application\_03-2015.pdf)

### **Multi-year** **Death** **Application**

(/topics/Documents/Certificates%20and%20Records/multiyear\_death\_application\_03-2015.pdf)

### **Authorization** **for an** **Individual to** **Pick Up** **Certificates**

(/topics/Documents/Certificates%20and%20Records/Authorization\_for\_an\_Individual\_to\_Pick\_Up\_Certificates.pdf)

Click

## Current Processing Times

(/topics/certificates/Pages/Processing-Times.aspx)

for

the most up-to-date processing information.

- Delivery options may incur additional fees, based on customer selection.
- Additional transaction fees apply for both births and deaths (in addition to standard certificate fees).
- Have certificate information ready when you call. Refer to birth certificate application or death certificate application for pertinent information.
- ID – Proof of requestor's identity is required.
- The status of a telephone request cannot be verified until after two business days from the date the request was submitted. Telephone ordering is available for most requests. If telephone ordering is not available for your specific reason, please apply by mail or in person. Note that the fee can be waived for armed forces members; however processing and shipping fees will apply. Exceptions include:
  - time of birth added to the certified copy;
  - birth occurred in another country and was registered in Pennsylvania;
  - certificate requested for genealogy purposes;
  - Fetal Death Certificate; and
  - Certificate of Birth Resulting in Stillbirth.

## **Order a Certificate by Mail**

- Complete a birth certificate application or death certificate application.
- Completed and signed applications with ID and payment should be mailed to the Division of Vital Records, P.O. Box 1528, New Castle, PA 16103. Fee may be waived for birth certificates if the applicant (the person applying) is an armed forces member or related to the armed forces member; or, for death certificates, if the decedent was an armed forces member or related to the armed forces member.

- ID - Include a legible photocopy of the individual's (person requesting the correction) valid government-issued photo ID verifying the name and current mailing address. Examples include a state-issued driver's license or non-driver photo ID. Expired IDs cannot be accepted. If the address has been changed, include copy of the update card. If possible, enlarge photo ID on copier by at least 150 percent. If you do not have acceptable photo identification, you may submit a completed Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID with two acceptable documents verifying current address.
- PAYMENT – Include a check or money order made out to VITAL RECORDS for the exact amount of your order. Fee may be waived if the subject is an armed forces member. We do not accept cash or credit cards for mail and in-person orders. If cash is submitted with your application, it will be returned causing additional delays.
- Include a valid email address to receive an email acknowledgement that your application was received.

- Click

### [Current Processing Times](#)

(/topics/certificates/Pages/Processing-Times.aspx)

for

the most up-to-date processing information.

- Note that the registration process for recent deaths can take up to 30 business days. Please allow an additional 30 business days to complete the registration process and issue the certified copy of a death that recently occurred.

## **Order a Certificate in Person**

Visit one of our public offices located throughout the state. Click

(/topics/certificates/Pages/Publ

[here](#)ic-Offices.aspx)

for public office

information.

- Office hours at all locations are Monday-Friday from 8 a.m. to 4 p.m. (closed on state holidays).
- A Birth Certificate Application or Death Certificate Application is available at each location or you can complete the online form or print an application prior to visiting the office.

- ID – Bring a legible photocopy of your valid government-issued photo ID that verifies your name and current mailing address. Examples include a state-issued driver's license or non-driver photo ID. Expired IDs cannot be accepted. If the address has been changed, bring copy of the update card. If you do not have acceptable photo identification, an eligible requestor possessing a valid government-issued photo ID may apply; otherwise you may bring a completed Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID with two acceptable documents verifying your current address.
- PAYMENT – Bring a check or money order made out to VITAL RECORDS for the exact amount of your order. We do not accept cash or credit cards.
- Processing times vary based on individual office and current order volume. Click [Public Offices](#) (/topics/certificates/Pages/Public-Offices.aspx) for more information.