

Multi National Brigade
(East)
Legal Assistance Information



OBTAINING VITAL RECORDS

1. Q. Where can I obtain my birth certificate?

A. You should visit the Consumer Resource Center on the web at <http://www.pueblo.gsa.gov/misc.htm>. There, you will find a publication, *How to obtain birth, death, marriage, and divorce certificates*, that contains an alphabetical directory of State and territory information and addresses. Users will find that an official certificate of every birth, death, marriage, and divorce should be on file in the locality where the event occurred.

An alphabetical directory is provided for those users who want direct access to individual State and territory information. To use this valuable tool, you must first determine the State or area where the event occurred and then select the first letter in the State name from the alphabet. Please follow the provided guidelines to ensure an accurate response to your request. The Federal Government does not distribute certificates, files, or indexes with identifying information for vital records. Also, applications for passports can be obtained through the U.S. State Department <http://www.state.gov/www/services.html>.

The Federal Government does not maintain files or indexes of these records. These records are filed permanently in a State vital statistics office or in a city, county, or other local office. To obtain a certified copy of any of the certificates, write or go to the vital statistics office in the State or area where the event occurred. Addresses and fees are given for each event in the State or area concerned.

Because all fees are subject to change, a telephone number has been included in the information for each State for use in verifying the current fee.

Some States have provided their home page address for obtaining current information.

To ensure that you receive an accurate record for your request and that your request is filled expeditiously, please follow the steps outlined below for the information you are seeking:

2. Q. What information should I include in a letter requesting birth/death records? Marriage records? Divorce records?

A. Type or print all names and addresses in the letter. Give this information when writing for **birth or death records**:

1. Full name of person whose record is requested.
2. Sex.
3. Parents' names, including maiden name of mother.
4. Month, day, and year of birth or death.
5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
6. Purpose for which copy is needed.
7. Relationship to person whose record is requested.

Give this information when writing for **marriage records**:

1. Full names of bride and groom.
2. Month, day, and year of marriage.
3. Place of marriage (city or town, county, and State).
4. Purpose for which copy is needed.
5. Relationship to persons whose record is requested.

Give this information when writing for divorce records:

1. Full names of husband and wife.
2. Date of divorce or annulment.
3. Place of divorce or annulment.
4. Type of final decree.
5. Purpose for which copy is needed.
6. Relationship to persons whose record is requested.

3. **Q.** Where can I write for specific state information on vital records?

A. For state specific addresses and information, visit http://www.pueblo.gsa.gov/cic_text/misc/vital-records/guidelin.htm to see the current U. S. Department of Health & Human Services' publication of specific state addresses to write for any of the records described above.

Another site, <http://www.vitalrec.com/>, contains information about where to obtain vital records (such as birth, death, & marriage certificates and divorce decrees) from each state, territory, and county of the United States.

If you have further questions, please contact your local Legal Assistance Office.