

Requesting Birth Certificates

 dhmh.maryland.gov/vsa/Pages/birth.aspx

The Following Identification is Required:

In order to receive same day service, an applicant must be born in Maryland and present a valid, unexpired, government-issued photo ID displaying a date issued and an expiration date. Applicants unable to provide valid photo ID will not be able to receive their requests the same day and must provide two (2) different pieces of alternative documentation. At least one of these documents must contain your current mailing address. Acceptable documents are:

- Pay stub
- Current car 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

TO APPLY BY MAIL:

Download an application for a copy of a Birth Certificate:

[Download \(Word\)](#) (requires Microsoft Word)

[Download \(PDF\)](#) (requires Adobe Reader - [free download](#))

[Descargue el formulario bilingüe \(Inglés / Español\)](#) (necesita Adobe Reader - [descárgelo gratis](#) - la información en este formulario se puede guardar e imprimir)

Please mail the application, photocopies of required identification, fee (check or money order only, made payable to the Division of Vital Records), and a self-addressed, stamped envelope to the Division of Vital Records, P.O. Box 68760, Baltimore, MD 21215-0036.

TO APPLY IN PERSON:

Birth certificates for individuals with valid, government-issued photo identification who were born in Maryland are available for same day service at the Division of Vital Records in Baltimore located at **6764-B Reisterstown Road, Baltimore, Maryland 21215**. Acceptable forms of payment are cash, check, or money order made payable to the Division of Vital Records.

Same day service is also available at local health departments in all jurisdictions except Montgomery County, Baltimore City, and Baltimore County for individuals born after 1939. For a recorded message about birth certificates, call [410-764-3038](tel:410-764-3038) (Baltimore local) or [1-800-832-3277](tel:1-800-832-3277) (toll-free).

TO APPLY ONLINE:

The Maryland Department of Health and Mental Hygiene does not accept online orders; however, for your

convenience, you can process online requests through an independent company that we have partnered with to provide you this service: [VitalChek Network, Inc.](#) An additional fee is charged by VitalChek for using this service, and all major credit cards (American Express, Discover, MasterCard, and Visa) are accepted.

FEES

When obtaining a birth certificate or a related service from the Division of Vital Records in Baltimore, there is a \$10 fee:

- For each certified or abridged copy of a birth certificate;
- For a report that a search of the files was made and the requested record is not on file; or
- For each change to a certificate made later than one year after the certificate has been registered with the Department.

Online requests through [VitalChek Network, Inc](#) include an additional charge of \$11.25 per order and additional fee of \$18.00 if express mail is requested.

Fees may differ for certificates issued at Local Health Departments. Please contact your Local Health Department for more information.

ADDITIONAL SERVICES

- **Corrections to an Existing Birth Certificate:** If there are errors on an existing birth certificate, call the Division of Vital Records for information on how to request corrections.
- **Creating A New Birth Certificate:** A person born in Maryland, whose birth was never registered, may apply for a delayed certificate of birth. Contact the Division of Vital Records at 410-764-3052 for further information. A new birth certificate may also be prepared in the case of:
 - Adoption
 - Legitimation
 - Adjudication of paternity
 - Sex change*
 - Diagnosis of an intersex condition*
- **Instructions and forms for applying for a new birth certificate to reflect a change in sex designation:** [Application to change sex on birth certificate](#).
- **Commemorative birth certificates suitable for framing are available. Proceeds from these certificates benefit the Children's Trust Fund.** [Click here for more information.](#)