



In 1998, the General Assembly passed a bill allowing local health department's access to the Annapolis Data Center for the purpose of issuing citizens born in Maryland a Certified Copy of a Maryland Birth Record (Birth Certificate).

In January 2007, the Department of State and Homeland Security required citizens of the United States to present a valid passport to enter the U. S. when arriving by air from Canada, Mexico, Central & South America, the Caribbean, and Bermuda. To apply for a passport, proof of U.S. Citizenship is required. One item proving U.S. Citizenship is a Certified Copy of a Maryland Birth Record. For further details on applying for a passport, go to [www.state.gov](http://www.state.gov).

In addition, all citizens traveling between the U.S., Canada, Mexico, Central & South America, the Caribbean, and Bermuda by land or sea (including ferries) may be required to present a valid passport or other documents as determined by the Department of Homeland Security.

#### Our Mission

The Carroll County Health Department is dedicated to promoting community health and wellness by educating and protecting the public through collaboration with community partners.

#### Our Vision

A safe and healthy community for all.

The Carroll County Health Department complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability in its health programs and activities.

#### **English**

Help is available in your language: 1-800-966-3877 (TTY: 711). Interpreter services are available for free.

#### **Español/Spanish**

Hay ayuda disponible en su idioma: 1-800-966-3877 (TTY: 711). Estos servicios están disponibles gratis.



**Public Health**  
Prevent. Promote. Protect.

#### **Carroll County Health Dept.**

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**Public Health**  
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## **MARYLAND BIRTH CERTIFICATES**

**OCTOBER 2017**

### **Where do I go to get a Certified Copy of a Maryland Birth Record (Birth Certificate)?**

Birth certificates are issued by the Division of Vital Records (DVR) and the Local Health Departments.

The DVR processes birth certificates in person or by mail.

For more information regarding these services please call

800-832-3277 or 410-764-3038, or visit

[www.health.maryland.gov/vsa/pages/apps.aspx](http://www.health.maryland.gov/vsa/pages/apps.aspx).

The Carroll County Health Department (CCHD) processes certificates for persons born in 1939 or later in person, Monday, Tuesday and Friday 8:00 a.m. — 5:00 p.m. and Wednesday and Thursday 8:00 a.m. to 7:00 p.m. The cost is \$20 per certificate; we accept cash, check, or debit/credit card payments. Other health departments throughout the State also offer this service; please check with your local health department for details.

To apply on line you may process your application through an independent company that we have partnered with to provide this service. Visit [www.vitalcheck.com](http://www.vitalcheck.com). An additional fee is charged for this service, all major credit cards are accepted.

Birth records over 100 years are available through the Maryland State Archives located in Annapolis. For more information call 410-260-6400.

### **Is a Birth Registration the same as a Birth Certificate?**

A Birth Registration Notice is issued by the hospital when your child is born advising parents a birth record has been filed with the DVR. In order to apply for such things as a passport, athletic programs, driver's license, enrollment in school, etc., a Birth Certificate is required.



### **What will I need to present in order to receive a copy of a Birth Certificate?**

A valid, unexpired, government-issued photo ID, with an issue and expiration date must be supplied. This may include:

- Driver's license or ID card issued by the Motor Vehicle Administration
- US passport
- US military ID for active service personnel
- Prison ID
- School photo ID



### **What if I don't have Photo ID?**

Applicants who are unable to supply a photo ID must present two different pieces of alternative documentation, and at least one piece **must contain the applicant's current address**. (Note: These documents must be two different types (i.e. a pay stub and a telephone bill – not two pay stubs or two telephone bills). Acceptable forms of alternative documentation include:

- pay stub
- utility bill
- car registration
- tax return
- bank statement
- copy of a W-2 form
- lease/rental agreement
- property deed
- letter from a government agency requesting the vital record

Alternate documentation must be current.

### **Is there a waiting period before I receive a copy of a Birth Certificate?**

Certificates are printed within minutes when you present valid photo ID, an application and payment and can be taken with you. When the CCHD is unable to access the computer system, corrections have been requested to the birth record, alternate documentation was provided (in lieu of photo ID) or you were born prior to 1939, the CCHD cannot print the certificate. In these situations, applications and fees can be submitted and processed at the CCHD or the DVR, however, your Certificate will be mailed to you and not given to you. Please allow 3-4 weeks for processing through the mail.

### **May I receive a copy of another person's Birth certificate?**

The following persons may apply for a copy of a Birth certificate:

- An individual requesting his/her own certificate.
- A parent named on the certificate.
- A court appointed guardian of the individual named on the certificate. A foster care appointment is not acceptable; proof of guardianship (original court order with the seal) must be provided.
- A surviving spouse of the individual named on the certificate.
- A representative of (1) the individual or parent named on the certificate; or (2) the court appointed guardian of the individual named on the certificate. The representative must have a letter signed by the individual, parent, or guardian, and signed by a notary public, stating the representative has permission to obtain a copy of the certificate.

In addition, you must present valid photo ID and an application must be completed, including all the required information, i.e., the person's full name at birth, date and place of birth, full name of father, full maiden name of mother, and name of hospital where born.

**Please call 410-876-2152 for assistance from one of our knowledgeable staff.**