

In 1998, the General Assembly passed a bill allowing local health departments 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 require 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.

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.

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Public Health
Prevent. Promote. Protect.

Maryland Birth Certificates

Frequently Asked Questions



Carroll County Health Department

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What do I need to receive a Certified Copy of a Maryland Birth Record ? (Birth Certificate)

The Division of Vital Records (DVR) can process birth certificates by phone, fax, or online. You may also complete an application, enclose \$24.00 check or money order, a copy of your government-issued photo ID and a self-addressed, stamped envelope and mail to:

D.V.R.
P.O. Box 68760
Baltimore, Maryland 21215-0020

The Certificate will be mailed to you within 14-business days. For more information regarding these services please call 800-832-3277 or 410-764-3038, or visit www.vsa.maryland.gov.

You may also apply for a copy of your Birth Certificate at the Carroll County Health Department (CCHD), Monday through Friday 8:30 a.m.— 1:00 p.m and 2:00 p.m. -4:30 p.m. The cost is \$30 per certificate; we accept cash, check, or credit card payments. Other health departments throughout the State also offer this service; please check with your local health department for hours of operation.



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

Valid, unexpired, government-issued photo ID, with an issue and expiration date must be supplied. This includes:

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

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

Alternate documentation must be current.

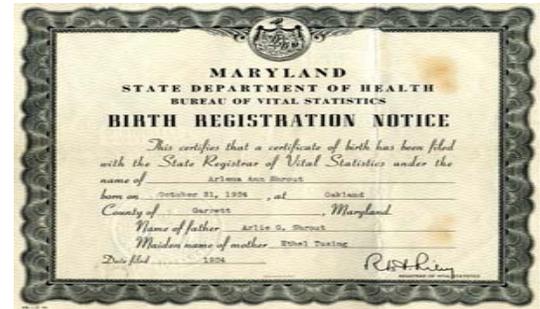


May I receive a copy of another person's Birth Certificate?

You may receive a copy of your birth certificate or your child's, as long as your name appears on the certificate and you present valid photo ID. You may receive a copy of another person's birth certificate only with a notarized letter from that individual granting you permission to receive a copy of their 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. If you are a person's legal guardian, you must provide the original court order (with seal) and your photo ID.

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

When you present valid photo ID, and an application, with payment Certificates are printed within minutes 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 can not 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 within 14-business days and not given to you directly.



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.

