

Office of the City Clerk Vital Records Division
Requirements to Establish Qualified Applicants to obtain a Birth or Death Record

- Parent –
 - a. Picture ID from attached list of primary identification
 - b. Parent's name must be listed on birth certificate
- Self - Picture ID from attached list of Primary identification
- Grandparent -
 - a. Picture ID from attached list of Primary identification
 - b. Must provide relationship to the grandchild, such as birth certificate of parents of the grandchild
 - c. Related parent must be listed on requested birth certificate
- Spouse -
 - a. Picture ID from attached list of Primary identification
 - b. documentation associated with the marriage, such as marriage certificate
- Son/Daughter
 - a. Picture ID from list of Primary identification
 - b. Must provide relationship to the Parent such as their birth certificate
 - c. Related parent must be listed on requested birth certificate
- Brother/Sister -
 - a. Picture ID from attached list of Primary identification
 - b. Document that proves the relationship to the sibling such as birth certificate showing the same parent
- Children –
 - a. Picture ID from attached list of Primary identification
 - b. Document that proves the relationship to the parent such as their birth certificate showing the same parent
- Legal Guardian -
 - a. Picture ID from attached list of Primary identification
 - b. Certified Court Order showing legal custody
- Attorney -
 - a. Picture ID from attached list of Primary identification
 - b. Certified copy of a court issued document that establishes legal interest
 - c. Bar Card
- If primary ID is not available:
 - a. Two items from the list of Secondary identification
 - b. One item from the list of Secondary identification and 2 items of list of supporting documents

****Please note only Original Documents will be accepted***