



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

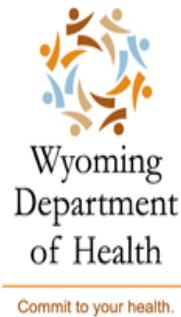
Website: www.vippassports.com Email: info@vippassports.com

BIRTH CERTIFICATES FOR THE STATE OF WYOMING

AT THIS TIME, THE STATE OF WYOMING DOES NOT ALLOW A THIRD PARTY TO APPLY FOR A BIRTH CERTIFICATE. PLEASE SEE NEXT PAGE ON HOW YOU MAY APPLY DIRECTLY TO YOUR VITAL RECORDS OFFICE. YOU MAY ALSO APPLY FOR YOUR BIRTH CERTIFICATE ONLINE THROUGH WWW.VITALCHEK.COM.

REVISED: 12-23-08 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations



How to Request a Certified Copy of a Certificate

Our office is only able to issue certified copies of certificates for events that occurred in the state of Wyoming.

Please visit the [Centers for Disease Control and Prevention \(CDC\) "Where to Write"](#) web page to find contact information for other states and territories.

Contact Us:

Vital Statistics Services
2300 Capitol Avenue
Cheyenne, WY 82002
(307) 777-7591

Fax: (307) 635-4103

[Email Us](#)

Address and Payment Information for Mail-In Requests

Requests should be submitted along with the fee. Money orders or a personalized check from the person making the request should be made payable to Vital Statistics Services. Please enclose a self-addressed, stamped envelope with the request.

Send to: Vital Statistics Services
Hathaway Building
Cheyenne, WY 82002
(307) 777-7591

Birth Certificate Details

[Printable Birth Certificate Application Form](#)

Birth certificates may be obtained by:

- Registrant if 18 years of age
- Either parent named on the certificate
- Lawyer representing the registrant or parent(s)
- Legal guardian with guardianship papers

Required information:

- Full name on birth record
- Date of birth
- City or county of birth
- Full names of both parents including mother's maiden name
- Signature of parent or the individual themselves if over 18 years of age
- Mailing address where record is to be mailed.
- Identification: Requests must include a photocopy of the driver's license, State ID card, or passport of the person requesting the certificate. We will also accept a notarized signature of the person making the request. If the person named on the certificate doesn't have ID, a parent who has ID may request the certificate.

Important Notes:

- The fee for obtaining birth certificates by mail is \$13.
- If you do not have a birth record on file, you will be sent instructions for filing a Delayed Birth Certificate, and your \$13 fee will be retained as a searching fee.
- Birth records are on file since July 1909.

Death Certificate Details[Printable Death Certificate Application Form](#)**Death certificates may be obtained by:**

- Immediate family members
- Lawyers representing the immediate family
- Bank, executors of estate, insurance company, or anyone requiring a certificate to pay a policy or death benefit on the decedent.

Required information:

- Full name on death record
- Date of death
- City or county of death
- Relationship to deceased
- Purpose for which copy is needed
- Signature of person making request
- Mailing address where record is to be mailed
- Identification: Requests must include a photocopy of the driver's license, State ID card, or passport of the person requesting the certificate. We will also accept a notarized signature of the person making the request. The copy should be enlarged to make sure that it is legible.

Important Notes:

- The fee for obtaining death certificates is \$10.
- If the date of death is unknown, a searching fee of \$13 for every five years searched is charged, which includes either a certified copy or verification of the record if one is found. If a record is not located, your fee will be retained.
- Death records are on file since July 1909.

In situations involving foreign countries, an apostille may be needed. An apostille is a method of certifying a document for use in another country. With this certification, a document is entitled to recognition in the country of intended use without further action by a consulate or embassy. [More information about apostilles from the Wyoming Secretary of State.](#)

Marriage/Divorce Certificate Details[Printable Marriage or Divorce Certificate Application Form](#)**Marriage and divorce records may be obtained by:**

- Either party
- Lawyer acting for either party

Required information:

- Full names of husband and wife including prior surname of wife
- Date of occurrence
- City or county of occurrence
- Signature of husband or wife named on certificate
- Mailing address where record is to be mailed
- Identification: Requests must include a photocopy of the driver's license, State ID card, or passport of the person requesting the certificate. We will also accept a notarized signature of the person making the request. The copy should be enlarged to make sure that it is legible.

Important Notes:

- The fee for obtaining marriage or divorce certificates is \$13.
- If a record is not located, your \$13 fee will be retained as a searching fee.
- Marriage and divorce records since May 1941 are on file. Previous records must be obtained from the county clerk where license was issued.

Emergency FAX Requests for Birth Certificates

A certified copy of a birth record may be obtained on an emergency basis by sending a FAX request and having the fee charged to an acceptable credit card.

Credit cards accepted for fee payment are Visa, Master Card, American Express, and Discover. Requests must include the credit card number and expiration date.

The fee for the first certified copy is \$33.50 and will be charged to your credit card. Additional copies are \$13 each.

Delivery: The certified copy will be shipped by UPS within two working days.

Fax to (307) 635-4103 with this required information :

- Full name on birth record
- Date of birth
- City or county of birth
- Full names of both parents including mother's maiden name
- Signature of parent or the individual themselves if over the age of 18
- Mailing address where record is to be mailed. This cannot be a P.O. box.
- A photocopy of the driver's license, State ID card, or passport of the person signing the request. The copy should be enlarged to make sure that it is legible.
- Daytime phone number where you can be reached

To verify that your faxed request has been received in our office, call (307)777-6555.