



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 MISSISSIPPI

AT THIS TIME, THE STATE OF MISSISSIPPI 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: 12-8-08 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations

INFORMATION AND INSTRUCTIONS FOR BIRTH RECORD APPLICATION

Eligibility: A certified copy of a birth certificate can be issued only to a person with legitimate and tangible interest as defined by the Rules Governing the Registration and Certification of Vital Events.
Primarily this is:

- 1) Registrant (the child named on the record), if of legal age.
- 2) Parent(s) listed on the birth record, if VR office has not been notified of termination of parental rights.
- 3) Spouse, sibling(s), or grandparent(s)/child(ren) of registrant, proof of relationship required.
- 4) Legal Guardian, guardianship papers must be provided.
- 5) Legal representative of one of the above persons, proof of representation must be provided.
- 6) Licensed adoption agencies working within the statutory authority of §93-17-205.
- 7) Other person(s) by court order, certified copy of court order must be provided.

Birth records are available for genealogy purposes for birth events occurring over 100 years ago. Genealogy must be provided as purpose for certificate and family relationship to the registrant must be specified. Plain paper copies rather than certified copies are provided for genealogy purposes.

Requirements for Ordering: If applicant is self, spouse, parent, grandparent, sibling, child, grandchild, guardian, or legal representative, then the applicant must provide a completed application and a copy of a valid photo identification of the applicant. Acceptable forms of identification are the following:

■ State Issued Driver's License	■ State Issued Photo ID	■ Employment ID
■ School, College or University ID	■ US Military ID	■ Tribal ID
■ Alien Registration/Permanent Resident Card	■ Temporary Resident Card	■ US Passport

Guardian or legal representative must submit proof of guardianship/legal representation with this application. Legal representatives must provide attorney bar number, name of person represented, and their relationship to the registrant. If you are an agent of a local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency.

Relationship to Applicant: A person ordering his or her own certificate should enter "SELF" in this space. Also, explain if name has been changed by marriage, legal name change (when and where), etc. Others must identify their relationship to the registrant clearly.

Nonrefundable: Vital record fees are nonrefundable, with the exception of fees paid for additional copies when no record is found.

Failure to Receive: Complaints of failure to receive certified records will be honored within 6 months of the original request. If the copy was to be returned to you by U. S. Postal Service, please allow 3 weeks after mailing the request before inquiring. Inquiry about copies ordered with payment for special courier delivery should be made within 7 days of the request. Mail returned because of insufficient address or address changes will be re-mailed if this office is notified of correct address within 6 months of request.

Options for Service: Certified copies of birth records may be ordered in person, by mail, or, if paying by credit card, online or by telephone. Processing time is generally 7 – 10 working days after receipt of request. If amendment action is necessary, additional processing time will be required. **Payment of fees is required at the time of ordering.**

- **WALK-IN SERVICE** is available at 571 Stadium Drive, Jackson, Mississippi between the hours of 8:00 am and 5:00 pm. Most records will be available while you wait, some require special processing and will be mailed within 7 – 10 days of the request.
- **MAIL-IN** request, either on the form provided or as a free form request will be processed in the order received and will be returned by regular U. S. Postal Service, unless accompanied by a prepaid special courier self-addressed envelope.
- **PAYMENT BY CREDIT CARD** can be done using an online service or by telephone. The private company approved to handle credit card transactions for Mississippi birth records can be accessed by calling 601-576-7988 or by visiting www.msdh.state.ms/phs and clicking the link for online ordering. If you have questions or need additional assistance call 601-576-7981. A recorded message outlining ordering requirements and options can be accessed by dialing 601-576-7450.

Time of Birth is an item on the birth certificate for years 1912 – 1948 and 1968 to current. It is NOT listed on records for the years 1949 – 1967.

**MAIL THIS APPLICATION WITH PAYMENT TO
MISSISSIPPI VITAL RECORDS
POST OFFICE BOX 1700
JACKSON, MISSISSIPPI 39215-1700**

Application for Certified Copy of Birth Certificate

To apply for a copy of your birth certificate, please print the following application form:

- [Application for Certified Copy of Birth Certificate »](#)

Payment information and other instructions are below. Send completed application and payment to:

Mississippi Vital Records
P.O. Box 1700
Jackson, MS 39215-1700

Before You Order

By Mississippi law, a portion (\$1.00) of the fee collected for each certified copy is deposited in the Children's Trust Fund administered by the Mississippi Department of Human Services to fund programs to prevent child abuse and neglect.

- The certified copy of the birth certificate is available for **\$15.00** for the first copy and **\$5.00** for each additional copy ordered at the same time. This certified copy will satisfy claims requiring proof of dependency and situations where for family, historical or legal reasons additional information is required.
- A five year search of records on file will be made. If no record is found, a certification of **Not-On-File** will be issued. You will still be charged a fee for this certificate, but fees paid for any additional copies will be refunded.
- Only births recorded after November 1, 1912, are on file. For earlier records, contact the [Department of Archives & History](#).

Photo ID Required

If you are applying for a birth certificate for yourself, a relative, or someone you legally represent, you must provide a copy of a valid photo identification with your application. Accepted forms of identification are:

- Photo driver's license
- State-issued photo ID
- Employment ID
- School, college or university ID
- US Military ID
- Tribal ID
- Alien registration/Permanent residence card
- Temporary resident card

U.S. passport

Instructions

- Complete **all** the information sections of the form. **Please Print!**
- Remember to sign the application.

■ Payment

Send a personal check, bank or postal money order, or a bank cashier's check in the correct amount made payable to Mississippi Vital Records.

*We accept **no responsibility** for cash sent through the mail.*

Send completed application, appropriate fee and required photo identification to:

Mississippi Vital Records
P.O. Box 1700
Jackson, MS 39215-1700

■ Failure to Receive

Complaints of failure to receive certified records will be honored within 6 months of the original request. If the copy was to be returned to you by U. S. Postal Service, please allow 3 weeks after mailing the request before inquiring. Inquiry about copies ordered with payment for special courier delivery should be made within 7 days of the request. Mail returned because of insufficient address or address changes will be re-mailed if this office is notified of the correct address within 6 months of request.

APPLICATION FOR CERTIFIED MISSISSIPPI BIRTH CERTIFICATE

Mississippi State Department of Health
Vital Records
Post Office Box 1700, Jackson, Mississippi 39215-1700

Requirement for ordering: If applicant is self, spouse, parent, grandparent, sibling, child, grandchild, guardian, or legal representative, then this application must be completed and a copy of a **valid photo identification** of the applicant must be provided. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport, and/or Military Identification Card. (See back for other acceptable forms). Guardian or legal representative must submit proof of guardianship/legal representation with this application.

Child's Full Name on Birth Record	FIRST	MIDDLE	LAST	SUFFIX
If Name Changed Since Birth, Give New Name	FIRST	MIDDLE	LAST	SUFFIX
Date of Birth	MONTH	DAY	YEAR (4-DIGITS)	STATE FILE NUMBER (IF KNOWN)
Place of Birth	CITY OR TOWN		COUNTY	STATE
Mother's Maiden Name (Name Before Marriage)	FIRST	MIDDLE	LAST	
Father's Name	FIRST	MIDDLE	LAST	SUFFIX

A BIRTH RECORD SEARCH REQUIRES ADVANCE PAYMENT OF A **NON REFUNDABLE** SEARCH FEE OF \$15.00 AND VALID PHOTO IDENTIFICATION.

The \$15.00 fee entitles the applicant to one Certified copy of the birth record on file (November 1, 1912 to present) or if the record is not found, a "Not on File" statement will be issued. Contiguous counties and five years centered on year of birth are searched if record is not located within county or year specified.

\$15.00	X	1	=	\$15.00
---------	---	---	---	---------

Additional Certified copies of the same certificate ordered at the same time. \$5.00 for each additional certified copy.

\$5.00	X		=	
--------	---	--	---	--

TOTAL AMOUNT ENCLOSED. Check or Money Order payable to Mississippi Vital Records. **(DO NOT SEND CASH)**. International payments should be made by Cashiers Check or Money Order in U. S. Dollars. Mississippi law allows an additional Service charge for dishonored checks.

=	
---	--

APPLICANT NAME/DELIVERY INFORMATION

Pursuant to Section 41-57-2 of the Mississippi Code of 1972, Annotated and as defined by Mississippi State Board of Health Rules and Regulations only a person having legitimate and tangible interest in a birth certificate is entitled to obtain a copy. Anyone obtaining a copy of a birth certificate under false pretenses is subject to the penalties as described in Section 41-57-27 of the Mississippi Code.

Applicant Name Type or Print	FIRST	MIDDLE	LAST (Including Suffix)
Delivery Address, including APT. number if applicable			HOME PHONE NUMBER, INCLUDING AREA CODE
CITY	STATE	ZIP CODE	WORK PHONE NUMBER, INCLUDING AREA CODE
RELATIONSHIP TO REGISTRANT	PURPOSE FOR WHICH NEEDED	SIGNATURE OF APPLICANT	

If the certified record is to be mailed to another person or address use the spaces below to specify ship to name and address

Applicant Name Type or Print	FIRST	MIDDLE	LAST (Including Suffix)
Delivery Address, including APT number if applicable			HOME PHONE NUMBER, INCLUDING AREA CODE
CITY	STATE	ZIP CODE	WORK PHONE NUMBER, INCLUDING AREA CODE