



## VIP SERVICES

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### BIRTH CERTIFICATES FOR THE STATE OF VIRGINIA

AT THIS TIME, THE STATE OF VIRIGINA 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](http://WWW.VITALCHEK.COM).

REVISED: 12-22-08 (JEN)

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## Office of Vital Records

Welcome to the Division of Vital Records and Health Statistics. We receive an average of 30,000 calls a month to the Vital Records Information Line. In addition, 9,000 people stop by our office each month requesting certified copies of birth, death, marriage, and divorce certificates. We house over 7 million records detailing this information for the citizens of Virginia. You can place a call with one of our Customer Service Representatives by dialing 804-662-6200.

Thank you,  
Division of Vital Records

**NOTE: The Division of Vital Records is open most Saturdays, from 8 AM to Noon.**

**NOTE: 2008 Saturday and Holidays Closings Calendar.**  
**The Office of Vital Records will be closed on Thursday Jan. 1st; Friday, Jan 2nd; Saturday, Jan 3rd 2009.**

## Easy as 1-2-3!

There are three ways in which to obtain a CERTIFIED VITAL (BIRTH, DEATH, MARRIAGE, DIVORCE) Record in Virginia. Choose the method that best suits your needs

- 1** Mail - Turn around is estimated at 1 to 2 weeks (5 to 10 business days) for CERTIFIED VITAL RECORDS from the day the request is received IN THIS OFFICE. However, people are urged to allow sufficient time for delivery of all CERTIFIED VITAL RECORDS. [Full instructions>>](#)
  
- 2** Walk-in - Same day service is available to walk-in customers. This is the fastest way to obtain a certified vital record. When you arrive, you will complete an application, pay the \$12 required fee, and show the processing clerk a valid photo I.D. [Full instructions>>](#)
  
- 3** Express Delivery through the VitalChek Network - Obtain a certified copy of a vital record within 2 to 5 BUSINESS DAYS through this state's express service. A service charge must be paid by credit card, delivered by carrier service ONLY (UPS Carrier Service) for \$49.25. Additional fees may apply. See VitalChek's [Full instructions>>](#)

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**Mailing Address:**

VDH, Office of Vital Records and Health Statistics P.O. Box 1000 Richmond, Virginia 23218-1000	Street Address: The Shops at Willow Lawn 1601 Willow Lawn Drive Suite 275 Richmond, VA 23220 Information Line: (804) 662-6200
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