

Please follow the instructions below when submitting your application.

Please note: **THE D.C. REGISTRAR MAY, AT ANY TIME, REQUEST ADDITIONAL DOCUMENTATION TO HELP DETERMINE THE IDENTITY OR ELIGIBILITY OF THE APPLICANT.**

1. A separate application form must be submitted for each individual certificate being requested, and a separate VitalChek Processing Fee is required for each separate application.

("LexisNexis VitalChek Network Inc. is in partnership with the District of Columbia Dept. of Health to enable enhanced electronic processing of mail-in vital record applications.")

2. Current identification (as listed on the table below) is required for each certificate being requested. Expired IDs will not be accepted.

SEND WITH COMPLETED APPLICATION

Choose 1 Primary ID, <u>OR</u> at least 3 Secondary IDs (if Primary ID is not available)		
PRIMARY ID (1)	Valid, unexpired State-issued driver's license	Valid, unexpired Passport
		Valid, unexpired State-issued ID Card (non-driver)
OR		
SECONDARY ID (3 or more)	W-2 Form or current, filed tax form	Current utility bill showing full name and address
	Current pay stub	School ID with transcript
	Work ID with photo	Veteran ID
	Social Security Card with signature	Notarized letter from parent listed on certificate
	Voter Registration Card	Valid Department of Corrections ID Card with photo, accompanied by probation documents or discharge papers
	Court Order	Car registration or title with current name and address
	Military ID or Selective Service Card	Federal Government Census Record

3. Only immediate family members of the deceased person, or a legal representative, are eligible to receive DC death certificates. If you are not the deceased person's parent, spouse or the informant listed on the death certificate, you must also send additional documentation (as shown below) with your completed application to prove your relationship to the deceased person or to show your legal need to the certificate.

SEND WITH COMPLETED APPLICATION

Relationship to Deceased Person	Additional Documentation Required (in addition to the required identification listed above)
Sibling or Adult Child	A copy of your birth certificate, or documents showing your tangible interest to the certificate
Legal Guardian	A copy of the valid guardianship papers certified by the court naming you as legal guardian
Executor	A copy of the documentation declaring you Executor of the deceased person
Attorney	A signed document stating you have been retained by your client (such as a retainer or engagement letter), documentation establishing a legal or tangible interest in the record (such as court paperwork), or a letter (on official letterhead) stating your professional relationship to the deceased person named on the certificate being requested
Other	Documentation providing legal, tangible interest in the certificate being requested

4. If the record you requested is not located, a "Certificate of Search" will be issued. As the request was processed and the certificate was searched for, both the Agency Certificate Fee and the VitalChek Processing Fee are non-refundable.
5. Please mail your completed application, along with identification and additional documentation (if required) to:

Vital Record Mail Services
 ATTN: DC Vital Records
 P.O. Box 222130
 El Paso, TX 79913

For expedited order placement
 and processing please visit
www.VitalChek.com.

Please do not include a pre-paid express mail envelope with your request. This will cause a delay in delivery. You must select a delivery method on the next page.

6. Please allow 5 - 7 business days for your application to be received prior to calling our customer service department with any questions about your application. We can be reached at 1-877-572-6332.

