

How to prove relationship for obtaining a certified copy of a vital record

If you are looking for a **certified copy** of:

- Your **own birth** certificate, you must provide valid State issued ID with current address.
- Your **own birth** certificate and you have assumed your spouse's/civil union **partner's surname**, you must also provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- Your **child's** birth certificate, you don't need any additional documents.
- Your **spouse's/civil union partner's** birth certificate, you must also provide a copy of your marriage/civil union certificate.
- Your **parent's or siblings'** vital record, you must also provide a copy of your birth certificate. If you have assumed your spouse's/civil union partner's last name you must also provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- Your **grandparent's** vital record, you must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.

For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

1. Provide your marriage/civil union certificate to show your name at birth,
2. Provide your birth certificate to identify your parent, and
3. Provide the parent's birth certificate to identify the grandparent.

If you **are not** a person qualified to get a **certified copy** of a record:

- but **you are helping** a person receive a certified copy of a vital record they are eligible to receive you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf including their proof of relationship to the subject of the record.

If you are an **attorney**:

- Who is **executor** of an estate you must supply proof of appointment as the executor.
- Who is the **legal representative of the executor** of an estate you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
- Who is the **legal representative of an individual** that is eligible to receive a certified copy of a vital record you must supply proof of legal retainer by the eligible individual and their proof of relationship.
- Who needs a certified copy of a vital record and **you are not the legal representative** of an eligible person you must obtain a court order directing the State Registrar to issue a certified copy of the record.

A subpoena is not sufficient to issue a copy of a vital record.