

HOW TO APPLY FOR A DELAYED REGISTRATION OF BIRTH

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An application for Delayed Registration of Birth may be submitted if:

- 1) Live birth occurred in the District of Columbia;
- 2) Live birth has not been registered in the District of Columbia or any other jurisdiction; and
- 3) Live birth was not registered within in one (1) year of birth.

If you have any questions about the application process, please contact dc.vitalregistration@dc.gov or call 202-442-9303. If prompted, please leave a voicemail and a representative will return your call.

A. WHO MAY APPLY

A person alleging to be born in the District of Columbia whose birth was not registered within one (1) year of date of birth, their parent, or legal guardian.

B. HOW TO APPLY

- Step 1. Contact the DC Health Vital Records Division – Registration and Policy Unit (RPU) to obtain a case number. Case number's are required to complete the delayed birth application. Contact RPU by emailing at dc.vitalregistration@dc.gov or by calling 202-442-9312.
- Step 2. Complete the "[APPLICATION FOR DELAYED REGISTRATION OF LIVE BIRTH](#)". Upon submission of the application, you will receive an automated email. You will be required to respond to the email to provide additional application documentation supporting the claim to live birth in the District of Columbia.
- Step 3. **After you submit an application, always reply to the original confirmation email you received from dc.vitalregistration@dc.gov to provide additional information or ask questions. This will assist us in efficiently processing your application.**

In addition to providing the application and required supporting documentation, payment of the delayed registration of birth application processing fee is required prior to application processing. If the application is approved, a fee will also be assessed for requests for birth certificates.

Application Processing Fee for Delayed Registration of Birth - \$23
Fee per Birth Certificate - \$23

Payment instructions for the application processing fee will be provided by a representative after the application is submitted. Instructions for certificate fee payment will be provided upon approval of an application for delayed registration of live birth.

The required supporting documentation and application processing fee must be received within thirty (30) days of the initial application submission date regardless of when supporting documentation is submitted. If the required documentation and fee are not supplied within thirty (30) days of the initial application submission date, the application will be denied. Applicants previously denied due to an expired application may reapply. Processing fees are non-refundable.

MINIMUM PROOF REQUIRED WITH APPLICATION:

Upon completion of the application, you will receive a request to provide supporting documentation. Submission of this documentation is required for the application process to proceed.

In addition to the below proof of live birth in the District of Columbia, please submit photocopies of the front and back of your government-issued photo identification OR the front cover and demographic page of your government-issued passport. If you do not have either, please state that in your response to the request for supporting documentation received from dc.vitalregistration@dc.gov.

The application for delayed registration of live birth shall be supported by at least two pieces of proof, if the delayed registration of live birth is registered within seven years of the birth. If registration occurs more than seven years after the date of birth, the application must include at least three pieces of proof. Only one affidavit of personal knowledge shall be accepted in either case.

THESE FACTS MUST BE ESTABLISHED BY ALL SUPPORTING DOCUMENTATION:

1. The name and assigned sex* of the person whose birth is being registered.
2. The date and place of birth.
3. The MAIDEN Name of the Mother and their birthplace (state or foreign county).

*Requests to amend gender marker may be made subsequent to registration of the birth.

Inclusion of a Father/Second Parent:

A father/second parent-child relationship is established by an adjudication of an individual's parentage, by operation of D.C. Code § 16-909(e), or by an un rebutted presumption under this section. If the applicant was born after 2009 and the applicant's mother was in a domestic partnership or same sex marriage at the time of either conception or birth, or between conception and birth, the name of the domestic partner of the mother shall be entered on the certificate as a parent of the child, unless parentage has been determined otherwise by the Court pursuant to D.C. Code § 16-909.

Applicant must provide an original copy of the parents' marriage or domestic partnership certificate to support a claim to a father/second parent-child relationship as provisioned by D.C. Code § 16-909.

The type of document, their source or origin, and the birth facts contained therein will be transcribed on the Certificate of Live Birth.

PRIMARY SUPPORTING DOCUMENT OPTIONS

For applicants over seven (7) years of age, three (3) pieces of proof from the below primary supporting documentation list must be submitted.

For applicants under seven (7) years of age, two (2) pieces of proof from the below primary supporting documentation list must be submitted.

Only one (1) affidavit of personal knowledge may be submitted as proof of live birth in the District of Columbia.

Documents submitted shall be original and, if applicable, certified by the issuing agency:

1. Hospital record of birth
2. Physician's office record of birth or birth reporting worksheet - a photocopy or abstract from the office record of the physician who attended the birth, certified by the physician or by the present custodian of same
3. Midwife's record of birth
4. US Census Enumeration Record (must be from the next US census taken following the birth)
5. School census or enrollment record displaying place of birth, established when enrolled in elementary school (grades pre-K- 5). This document must bear an embossed seal or a live signature of the institution representative
6. Baptismal certificate, provided it was established shortly (under 10 years of age) after birth, signed by the custodian of the church record
7. A notarized affidavit of personal knowledge under penalty of perjury of the relevant event shall be submitted by one (1) parent of the registrant, by another adult relative of the registrant, or any other adult person having personal knowledge of the relevant event, and shall be signed and sworn to before a notary. A non-expired Government issued ID of the person attesting as witness to the birth must accompany the statement. The affiant must state:
 - a. That they are at least 8 years older than the registrant.
 - b. That they were present at the time of live birth in the District of Columbia
 - c. Why they know and remember the event.
 - d. Their relationship to the registrant.
 - e. This affidavit must be notarized.

If the applicant cannot supply the required proof from the above primary supporting documentation list, a total of four (4) pieces of proof from the primary and secondary supporting documentation lists may be supplied. At least one (1) of these documents must be from the primary list and cannot be the affidavit of personal knowledge.

SECONDARY SUPPORTING DOCUMENT OPTIONS

1. Official military discharge (DD-214)
2. Marriage certificate displaying place of birth, certified by the issuing marriage bureau
3. Life insurance policy or abstracts from insurance company records taken before child's tenth birthday
4. Copy of bible entry or record - if a photocopy of the page in which the birth is recorded, it must be accompanied by a sworn affidavit by the author of the record which states that the entry was made prior to the first birth date of the registrant
5. Voter's registration record

REQUIREMENTS FOR AN ACCEPTABLE SUPPORTING DOCUMENT:

Each Record Shall Be:

1. The original record itself; OR
2. A duly certified copy by the custodian of the record; OR

3. A written statement alleging the facts of live birth, which are recorded in some institution, agency, etc., signed by the custodian of records and notarized.

Each Record Must:

1. Show the official name of the organization, institution, etc., which issued it and has custody of the original
2. Provide the date and place the record was originally created
3. If a duly certified photocopy, provide the date that the copied was created
4. Be unaltered

PROCESSING TIME:

Applications for delayed registration of live birth will be processed within 2-6 weeks.

NOTE: The Registrar has the authority to require additional information for all registration, modification and certification requests. (D.C. Code § 7-231.11; 29 § DCMR 2817.5; and 29 § DCMR 2823.4). The Registrar may deny the Application for Delayed Registration of Live Birth. In such cases, a denial letter will be supplied. The applicant may seek remedy in Superior Court of the District of Columbia to establish the facts of the birth and register the live birth record.

APPLICATION FOR DELAYED BIRTH REGISTRATION
Center for Policy Planning and Evaluation
Vital Records Division

Today's date:

CERTIFICATE FEE: **x QUANTITY** = + **REGISTRATION FEE:**
TOTAL PAYMENT= ***** QUANTITY MUST BE POPULATED TO CALCULATE TOTAL FEE**

Upon approval, the preferred payment method is: CREDIT/DEBIT CHECK/MONEY

NAME: FIRST MIDDLE LAST

DATE OF BIRTH: SEX:

PLACE OF BIRTH (HOSPITAL OR STREET ADDRESS):

FATHER OF REGISTRANT: MOTHER OF REGISTRANT:

FATHER'S BIRTH PLACE: MOTHER'S BIRTH PLACE:

FATHER'S DATE OF BIRTH: MOTHER'S DATE OF BIRTH:

Applicant's Name:

Relationship to Registrant:

Email Address: Phone Number:

Address:

Signature: Date signed:

Accepted filing by:

Date Filed: