

Certificate Request by Subpoena

* Note ... All subpoena's must be served and found legally sufficient by DC Health's general Counsel before a application can be processed.

1. Walk-up services are available at DC Vital Records or an appointment can be made at <https://dchealth.dc.gov/page/vital-records-appointments>

Or

2. Complete the Certificate by Subpoena Application
 - a. Requesting certified copies
 - i. [https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Certificate by Subpoena Application.pdf](https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Certificate%20by%20Subpoena%20Application.pdf)
 - b. Requesting administrative copies
 - i. [https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Subpeona Administrative Copy Application.pdf](https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Subpeona%20Administrative%20Copy%20Application.pdf)

3. Provide original certified subpoena

4. Mail to:

Attn: CSCO
Vital Records Division
District of Columbia Department of
Health 899 North Capitol Street, NE 1st
Floor Washington, DC 20002

6. Make payment

- a. Credit or debit card
 - i. Once application is approved an email will be provided for secure online payment
- b. Check or Money order made payable to DC Treasurer
 - i. Once application is approved an email will be provided for payment letter