

**Application for Birth or Death Certificate (Government Agency)**

1. Provide reason for certificate on agency letter head granting an individual the authority to obtain the certificate on behalf of someone of authority.
2. Complete the certificate application - [https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page\\_content/attachments/Government%20Agency%20Certificate%20Application.pdf](https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Government%20Agency%20Certificate%20Application.pdf)
3. Provide proof of Identity

If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested. The following **Identity Verification Requirements** list the documents required as proof of identity to receive District of Columbia Birth, Death or Domestic Partnership (D.P.) certificates:

<b>All Applicants Will Provide</b>	<p><b>Any combination of three (3) forms of identification from the Primary and Additional Identification options.</b> (At least one (1) of the three (3) forms must be from the Primary list and all identification must show full name, current address, and/or signature where appropriate)</p>	
<p><b>Primary Photo Identification</b> (must provide one from this list)</p>		
<ul style="list-style-type: none"> <li>• State-Issued Driver’s License*</li> <li>• State-Issued Non-Driver’s ID Card*</li> <li>• Passport or Passport Card</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Resident Card</li> <li>• Employment Authorization Card</li> <li>• Department of State Card</li> </ul>	<ul style="list-style-type: none"> <li>• Military ID Card</li> <li>• Law Enforcement ID**</li> <li>• Government Employee ID***</li> </ul>
<p><b>Additional Identification</b> (provide <b>two</b> from this list below <b>PLUS one</b> Primary Photo ID from above):</p>		
<ul style="list-style-type: none"> <li>• Signed Social Security Card*</li> <li>• Social Security Disbursement Statement</li> <li>• Unexpired Vehicle Registration/Title</li> <li>• Utility bill dated within last 60 days*</li> </ul>	<ul style="list-style-type: none"> <li>• Certified court documents</li> <li>• Previous year’s W2</li> <li>• Pay stub within last 30 days*</li> </ul>	<ul style="list-style-type: none"> <li>• Hospital Newborn Discharge document related to a birth occurring within the last year</li> <li>• Official correspondence from US Citizenship and Immigration Services</li> </ul>
<p><small>*A photocopy or electronic image will be accepted in place of actual id/document. ** Must meet entitlement verification requirements    *** Applies to Social Workers or other Government representatives only</small></p>		

To ensure the security of all DC birth, death, and domestic partnership certificates, the District of Columbia Vital Records Division strictly enforces identity and entitlement verification to receive these certificates. For questions or additional information, please check with the registration desk.

Do not include payment until you are notified of an approved application. Mail these items to the address below:

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

**Once the amendment is approved you will be provided options for payment.**

1. Credit or debit card
  - a. An email will be provided for secure online payment
2. Check or Money order
  - a. A payment slip will be provided with instructions to submit payment