



DC Department of Health

Certificate Entitlement Requirements

To ensure the security of all DC birth, death, and domestic partnership certificates, the District of Columbia Vital Records Division strictly enforces who is entitled to receive these certificates.

The following **Certificate Entitlement Requirements** document who is legally approved to request and receive District of Columbia Birth, Death, or Domestic Partnership (D.P.) certificates:

Person Ordering is...		Entitled to...			Must Provide...
		Birth	Death	D.P.	
	Self (must be at least 18 years old)	✓		✓	Must provide the required identification document(s) matching the certificate holder's name†
	Spouse		✓		Must be named as spouse on the certificate
	Domestic Partner		✓	✓	Must be named as domestic partner on the certificate
	Parent	✓	✓		Must be named as parent on the certificate*
	Adult Child or Sibling	✓	✓		Your certified birth certificate* supporting the stated relationship
	Grandparent	✓	✓		Birth: Your child's birth certificate* supporting the stated relationship Death: Proof of tangible interest** or legal need (court, insurance, or estate settlement documents)
	Adult Grandchild	✓	✓		Birth: Your birth certificate* supporting the stated relationships AND your parent(s) birth certificate* Death: Proof of tangible interest** or legal need (court, insurance, or estate settlement documents)
	Legal Guardian	✓	✓		Copy of the legal court order with seal, naming you as legal guardian
	Legal Representative	✓	✓		Copy of retainer agreement, bar card AND typed letter on firm's letterhead authorizing retrieval of the record
	Other Government	✓	✓		Typed letter on firm's letterhead displaying your name and sufficiently identifying the administrative purpose or direct & tangible interest** AND your unexpired work ID with photo
	Social Worker	✓			Typed letter on your firm's letterhead displaying your name AND your unexpired work ID with photo
	Power of Attorney	✓			Copy of the original, certified Power of Attorney (POA expires once the principal or grantor is deceased)
	Law Enforcement	✓	✓		DC Superior Court subpoena or other court documents ordering issuance AND your unexpired work ID with photo
	Other Parties		✓		Proof of tangible interest** or legal need (court, insurance, or estate settlement documents)

† If the name on the identification does not match the name on the certificate, the applicant must provide evidence of legal name change. This may include an original marriage certificate or an original sealed legal name change court order, which would require completion of a birth certificate amendment application and fee payment.

* For births that occurred in DC you do not need to provide the actual certificate, the certificate number will allow DC Department of Health to verify the information. For births occurring outside of DC, you will need to provide the actual certificate requested.

** Direct & tangible interest means that your need for the certificate is related to personal or property rights.

For questions or additional entitlement information, please check with the reception desk.

<http://doh.dc.gov/service/vital-records>