

How to Apply for a Delayed Certificate of Birth

The enclosed **Request for Delayed Certificate of Birth** and **Statement of Information to Appear on Delayed Certificate of Birth** are used to record a birth that occurred in Vermont and was never filed with the town of birth.

Instructions for applying for a delayed certificate of birth:

1. Complete the Request for Delayed Certificate of Birth and Statement of Information to Appear on Delayed Birth Certificate.
2. Take the forms to a notary public and sign your current legal name in the notary public's presence.
3. Gather supporting original or certified documents that prove age, birthplace and parental information:

For a person age 10 years or over, three certified or original documents are required to support the delayed certificate request in Vermont. Each document must show the person's date of birth or age and must have been created at least 10 years prior to the date of the delayed certificate request, or within 3 years of the date of birth. At least one document must show the person's birthplace as Vermont and one document must include the name of at least one parent. Refer to the list of primary documents on the next page. *Documents are subject to examination and approval by the State Registrar.*

For a person under 10 years of age, two certified or original documents are required to support the delayed certificate request in Vermont. The first document must show that the mother was in Vermont at the time of birth. The second document must show the child's name, date of birth, birthplace as Vermont and the name of at least one parent. Refer to the list of primary documents on the next page. *Documents are subject to examination and approval by the State Registrar.*

4. Submit the following forms and supporting documents:
 - completed and notarized Request for Delayed Certificate of Birth
 - completed and notarized Statement of Information to Appear on Delayed Certificate of Birth, and
 - supporting original or certified documents that prove age, birthplace and parental information

To: Vermont Department of Health - Vital Records Office
280 State Dr.
Waterbury, VT 05671-8370

All original documents and certified copies of documents will be returned to the applicant. Uncertified photocopies will not be accepted.

Primary Documents for establishing the facts for a delayed certificate of birth:

- Hospital record of birth or worksheet
- Physician’s office record of birth or worksheet
- Midwife’s record of birth or worksheet
- U.S. Census Enumeration Record
- Marriage license application
- Social Security account application
- Military record (not a certificate)
- Passport
- School census or enrollment record
- Life insurance policy – complete policy that shows the policy number and when issued.
- Employment records
- Medical, hospital or dental record
- Other evidence requested by the State Registrar

Note: Personal affidavits cannot be submitted as Primary Documents.

Why Proof is Necessary to file a Delayed Certificate of Birth?

A birth certificate is a valuable document proving United States citizenship and age. A Delayed Certificate of Birth is only as valuable as the documents used to prove the facts of birth. This is why specific supporting documents are required. The documents must be original or certified and not altered, so that your delayed birth certificate is accurate.

Questions?

Call the Vital Records Office - Vermont Department of Health with any questions about delayed birth certificates. The Vital Records Supervisor can be reached at (802) 863-7278.