

Certified Copy of VT Birth or Death Certificate Instructions

March 2026

These instructions are to help users through the process of applying for certified copies of Vermont birth or death certificates. If you need help accessing or understanding this information, contact VitalRecords@vermont.gov.

General Instructions



- A completed, signed application **and** current identification are required to request a certified copy of a Vermont birth or death certificate.
- To request two types of certificates (like one birth and one death certificate), use a second copy of the application for each type of certificate.
- Request certificates for different people with separate applications.
- Multiple copies of the same certificate can be requested with one application.
- Items marked with an asterisk (*) **must** be completed.

Birth Certificate or Death Certificate



- Enter names and dates correctly. If the information on the application has errors, we may not be able to locate the records.
- Search the statewide public index to check the date of the event or other information: <https://secure.vermont.gov/VSARA/vitalrecords/search-tool.php>
- Under Name of Parents, use the parent's last name used before their first marriage, known as the maiden name, if applicable.

Applicant Information



- Certificates will be sent to the applicant's mailing address entered on the application.



HealthVermont.gov
802-863-7200

 **VERMONT**
DEPARTMENT OF HEALTH

Relationship to the Person Named on the Certificate

- Only people with one of the relationships listed in this section of the application are eligible to request a certified copy of a birth or a death certificate according to Vermont law (18 V.S.A. § 5016 (b) (2)).

Identification Information

- **One (1) current, unexpired primary document** from the list on the application is required. If you do not have one of these government issued IDs, **two (2) alternate documents** from the list on the application are required.
- The address on the identification document(s) must match the applicant mailing address on the application.
- If mailing an application, include photocopies of the identification documents. Make sure the copies can be read.

Order Summary

- The certified copy fee is set by Vermont law (18 V.S.A. § 5017).
- Make your check or money order payable as directed on the application.
- Mail or bring the payment, application and identification documents to the location identified on the application.

Verification

- After reviewing the information on the completed application, print the application (if you're filling out an electronic version) and then sign, print your name, and add the date.