

Are you missing your birth certificate?

- Only certain people may request a birth certificate for someone: the person named on the birth certificate, a parent named on the certificate, the guardian or surviving spouse of the individual named on the certificate, the personal representative of the individual named on the certificate, or the personal representative of that individual's court-appointed guardian

Request one online

- If you lost, misplaced, or cannot find your birth certificate, you can request a new one by visiting the "Request Birth Certificate" page of the Maryland Department of Health website. By clicking "Order Certificates Online," you will be redirected to VitalChek, where you can fill out an online application. VitalChek is the only online vendor that is authorized to distribute Maryland Vital Records – do not use any other online vendors to obtain a new birth certificate in Maryland.

Request one through the mail

- New birth certificate applications can also be submitted via mail by visiting the same Request Birth Certificates webpage. At the bottom of the page, a PDF version of the application is available for download. The address that the application must be sent to is provided below the PDF application.

Request one in person

- Finally, individuals can also apply for a new birth certificate in person at their local health department. Depending on the county, applicants may have to make an appointment online or over the phone before applying in person at the health department. The fee for a new birth certificate is \$10.00; however, there is an additional processing fee when applying online through VitalChek.

Are you waiting to receive a birth certificate?

- Delayed birth certificates are birth certificates that are not issued within the first year of an individual's life after birth.

Learn about delayed birth certificates on page 2

This is not legal advice. To get free legal help visit:

WWW.MVLSLAW.ORG/APPLY

Or call intake between 9 a.m. and 12 p.m. on Monday through Thursday at 1(800) 510-0050 or (410) 547-6537

Do you want to add a deceased parent to a birth certificate?

- If you are looking to add a deceased parent to your child's birth certificate, you will need to start a new case through your local court. MVLS can assist with free representation in these cases. Contact us at the number below. The court also offers self-help centers where attorneys provide free brief advice.
- There is usually a fee to start a new case. However, if you are unable to pay the filing fee, you can ask the court to waive the fees at the beginning of the case.
- Once the court accepts the case, it will examine a few factors when determining the paternity of a deceased parent. Primarily, the court is concerned with whether there is DNA to biologically prove paternity. The court can order a DNA sample from the deceased parent. This order could ultimately result in the exhuming of a corpse. In addition to the DNA, the court will also consider what outcome will be in the best interest of the child. Finally, the decedent's family could argue the matter.

Delayed birth certificates for Individuals born in Maryland

- If you have waited over a year and have yet to receive a birth certificate, here are a few steps to follow. Contact Maryland's Division of Vital Records (DVR) to apply for a new birth certificate. The process requires the submission of several documents. If the individual is over the age of 7, they will need to submit at least 2 documents. The documents could include hospital records, a marriage license, a record of employment, an insurance policy, and others.
- If you have waited over a year and have yet to receive a birth certificate, contact Maryland's Division of Vital Records (DVR). You will need to submit identification documents such as hospital records, baptismal records, marriage licenses, employment documentation, insurance policies, or others. If your request is denied, you have a right to petition a court to review your case.

Delayed birth certificates for Individuals born outside Maryland

- The Maryland Department of Health (MDH) only issues birth certificates to individuals born in Maryland. Maryland residents who were born in a different state must get a delayed birth certificate from the health department of the state in which they were born.
- You could petition a Maryland court to issue a court order requiring another state's Secretary of Health to issue a delayed birth certificate. Some states will accept the order, but other states will not. State laws vary on this issue, and you should research the state's rules on delayed birth certificates before relying on a Maryland court order.