



A child must have an official birth certificate before they can attend school

How can you obtain an official *Virginia* birth certificate for your child?

Three ways to order:

1. **On-line** - visit www.virginiabirthcertificate.com
2. **Mail in your request** – Office of Vital Records, P.O. Box 1000, Richmond, Virginia 23218-1000
3. **Walk-in** – Bring your request to the Office of Vital Records at 2001 Maywill Street, Richmond, Virginia 23230

NOTE: You will need to provide identification documentation such as a valid driver's license, valid U.S. passport, U.S. Citizen Identification Card. (For a complete list of requirements visit www.virginiabirthcertificate.com or call **1-804-662-6200**)

Who can order?

- You can obtain a birth certificate for your child as long as you are named on the certificate.
- Grandparents can obtain birth certificates for their grandchildren as long as they are named on the certificate.
- If you are trying to obtain a child's birth certificate and you are not named on the certificate you will have to prove entitlement.

NOTE: Your name must also be listed on the credit card or check used for payment.

Where can the birth certificate be delivered?

- Virginia Vital Records will only send copies of Virginia birth certificates to the entitled applicant's verified address.

What is the Cost?

- \$12

How long will it take to process request and arrive in the mail?

- 4 weeks if there are no amendments/changes such as name changes, paternity establishment, adoptions, etc.

Important number to call for more information about birth certificates: 1-804-662-6200