



Vital Records Birth/Death Application

A photocopy of a current government, school or employer photo identification of the applicant must be submitted with all requests. Applications without proper identification will be returned unprocessed.

Name of applicant: Day phone number:

Address:

City: State: Zip code:

Note: Mail from Vital Records will not be forwarded by the USPS.

Address certificate to be mailed to if different than applicant's address:

Name:

Address:

City: State: Zip code:

Your relationship to person named on the certificate. (Check one - will be used to determine entitlement)

Self Adult child Family member (specify) Parent Legal Guardian Legal representative (for whom?)

For what purpose are you requesting this certificate?

By signing this application, I understand that making a false application for a vital record is a felony under state law.

Signature of applicant:

BIRTH CERTIFICATES

Full name: First Middle Last Suffix

Date of birth: Sex: City of birth: County of birth:

Name of mother prior to any marriage: First Middle Last

Name of father: First Middle Last

Mother's state of birth: Father's state of birth:

Were parents married at time of birth: Yes No Number of children born in SC to this mother?

Name at birth if ever changed for any reason other than marriage:

Specify the number and type of certification(s) requested: (Long form recommended)

Birth long (\$12) Additional long (\$3 each) Birth short (\$12) Additional short (\$3 each)

Total fees submitted:

DEATH CERTIFICATES

Name of deceased: First Middle Last Suffix

Date of death: Sex: Age at death: City/County of death:

Specify the number and type of certification(s) requested:

Death long (\$12) Additional long (\$3 each) Death short (\$12) Additional short (\$3 each)

Death statement (\$12) Additional statement (\$3 each)

Total fees submitted:

Send completed application/photocopy of identification to: SC DHEC - Vital Records 2600 Bull Street, Columbia, SC 29201

OFFICE USE ONLY SFN: DCN:

# Vital Records Application for Birth and Death Certificates

## Instructions and Information

- 1) One form may be used to request a certified copy of a birth certificate only, or a certified copy of a death certificate only, or a certified copy of a birth and death certificate if for the same individual.
- 2) Complete all of the information in the top section of the form and all information in the birth and/or death sections based upon whether a birth, death or both certificate(s) are being requested.

### Information

**BIRTHS AND DEATHS** – SC Law did not require the filing of birth and death records until January 01, 1915. No birth or death records on file at SCDHEC (county or state) are available for public viewing.

A death record becomes public record fifty (50) years after the date of death. Non-certified copies of public death records are issued unless a certified copy is specifically requested. The \$12 "search fee" is required for each request of a public death record.

Death records are available for public viewing fifty (50) years after the date of death ONLY at the SC Department of Archives and History, 8301 Parklane Road, Columbia, 29223, website: <http://archives.sc.gov>.

**TURNAROUND TIME** – The usual turn around time for 'waiting' on-site customers is approximately thirty (30) minutes during non-peak hours (8:30 am - 11:00 am and 2:00 pm - 4:00 pm). The usual turn around time for "mail" requests is approximately 7 - 10 business days from the date of receipt.

If it has been more than four (4) weeks since you submitted your request, call (803) 898 3630 to determine the status.

**IDENTIFICATION** – A valid/current government, school or employer issued photo identification document of the **applicant** is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States' DMV Office issued picture identification i.e. Driver's License, ID card, Learner's Permit (unexpired)
2. Current school or employer picture identification card
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
5. Foreign Passport (with unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refuge Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state or municipal government (unexpired)

**Website** – [www.scdhec.gov/vr/](http://www.scdhec.gov/vr/) provides additional information on SC Vital Records.

**PAYMENT** – Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

**SEARCH FEE** – A \$12 "search fee" is required by law. **The \$12 search fee is non-refundable.** The required search fee includes one (1) certification, if record is located. If additional copies of the same type certification are ordered at the same time, additional copies are \$3 each.

#### TYPE OF CERTIFICATIONS

Birth Long contains parentage (recommended)

Birth Short/Wallet does not include parentage (not acceptable for most purposes)

Death Long includes cause of death

Death Short does not include cause of death

Death Statement only includes fact of death