

1. A certificate search costs \$24 and includes one copy if the certificate is located. The search covers a three-year period. Requests are processed in the order received and can take up to four months plus the mail delivery time. The search fee is required to process a request and is non-refundable even if a record cannot be located. For current processing times for expedited requests, see our website at <https://vitalrecords.nc.gov/processing-dates.htm>. State statute requires that vital records process payment upon receipt of your application. Hence, there will be a lag between the date your payment is processed and the date you receive your order.
2. A separate application form must be submitted for each individual certificate being requested, and a separate VitalChek processing fee is required for each separate application. ("LexisNexis VitalChek Network Inc. is in partnership with the North Carolina to enable enhanced electronic processing of mail-in vital record applications.")
3. The state can provide copies from 2001-present; if the customer has a fetal death report that is dated prior to 2001, they must supply the state with their copy and the state will return a certified copy of the report.
4. Due to identity theft and other fraudulent use of vital records, ID of the person requesting a certificate is REQUIRED. Requests that do not include ID will be returned. You MUST include a legible photocopy of one of the photo IDs listed below with your request:

SEND WITH COMPLETED APPLICATION: Choose ONE primary ID <u>or</u> at least TWO secondary IDs if a primary ID isn't available	
Primary Photo ID (1) for all applicants	Applicants will provide one form of original, valid, unexpired, undamaged forms of a government-issued photo-ID If Primary Photo ID is not available, please see requirements for Applicants Without Primary Photo ID below.
	• Current state-issued driver's license (<i>address must match requestor's address on application</i>)
	• Current state-issued non-driver photo ID card (<i>address must match requestor's address on application</i>)
	• Current Passport or Visa (<i>must include photo</i>)
	• Current U.S. military ID
	• Current Department of Corrections photo ID card dated within the last year or release/discharge
	• Current state or U.S. government agency photo ID card (<i>for persons requesting certificates as part of that agency's business</i>)
	• Current student ID card with copy of transcript

OR

Secondary identification for applicants without primary photo ID	Applicants without any of Primary Photo ID documents listed above must provide two forms of Alternate Identification from the list below. (<i>All options must show full name, current address and/or signature where appropriate</i>)
	• Temporary driver's license
	• Current utility bill with current address (<i>phone, gas, electric</i>)
	• Unexpired vehicle registration/title
	• Bank statement with current address
	• Pay stub with current address dated within the last 60 days
	• Previous year W-2
	• Letter from government agency dated within the last six months and showing current address
• State-issued concealed weapon permit showing current address	

5. Stillbirth – Only the Parent(s) listed on the certificate are entitled to the document. The state can provide copies from 2001-present; if the customer has a stillbirth report that is dated prior to 2001, they must supply the state with their copy and the state will return a certified copy of the report.
6. Fetal Death - If you are not one of the parents named on the certificate you must also send additional documentation as show below with your completed application to prove your relationship to the person named on the certificate or your legal need to the certificate. The state can provide copies from 2001-present; if the customer has a fetal death report that is dated prior to 2001, they must supply the state with their copy and the state will return a certified copy of the report.

Relationship to person named on certificate	Additional Documentation Required (<i>in addition to the required identification listed above</i>)
Stepparent	A copy of the marriage certificate to the named parent
Spouse	Must be the current spouse and provide a copy of the marriage certificate and/or a notarized statement naming you as the current spouse
Child/Stepchild	A copy of your certified birth certificate or your parent's marriage certificate supporting the stated relationship or a notarized statement naming you as the child or stepchild of the registrant.
Sibling	A copy of your birth certificate supporting the stated relationship
Grandparent	A copy of <u>your child's</u> birth certificate supporting the stated relationship
Grandchild	A copy of your birth certificate and your parent(s) birth certificate supporting the stated relationship
Legal Guardian/Custodian	A copy of the certified court order, naming you as legal guardian or legal custodian
Legal Representative	Attorney's ID and bar card + a copy of the retainer agreement or typed letter on firm's letterhead authorizing retrieval of the record

¹ If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

* If you are required to present your own birth certificate as proof of entitlement and you were born in NC, you do not need to provide your certificate.

** Direct & tangible interest means that your need for the certificate is related to personal or property rights.



Application for a Copy of a North Carolina Fetal Death Report/Stillbirth Certificate



The Vital Records office will issue copies of Fetal Death Reports on file for events occurring July 1, 2001–forward along with a Stillbirth Certificate if requested. According to G.S. 130A-114, if the fetal death occurred in this State prior to July 1, 2001, the State Registrar may not issue a Certificate of Birth Resulting in Stillbirth unless the customer's application for the certificate is accompanied by a certified copy of the Fetal Death Report. A Stillbirth Certificate costs \$24 for events occurring prior to 2001. A Report of Fetal Death search also costs \$24 and includes one copy if a certificate is located. The search covers a three-year period. This search fee is non-refundable. There is a \$15 fee for each additional certificate copy requested from the same search. If you want same-day walk-in service, an additional \$15 expedited processing fee is required. Make your certified check or money order payable to N.C. Vital Records."

STEP 1: CERTIFICATE INFORMATION (please print)

Full name of fetus (if named) First		Middle	Last	Suffix
Date delivery MM/DD/YYYY	Place of delivery City		County	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Father/Parent 1 full name First		Middle	Last (prior to marriage, if applicable)	Suffix
Mother/Parent 1 full name First		Middle	Last (prior to marriage, if applicable)	Suffix

STEP 2: INFORMATION ABOUT PERSON REQUESTING THE CERTIFICATE

Your full name (applicant) First		Middle	Last	Suffix
Your street address (P.O. box cannot be used for expedited shipping)		City	State	Zip Code
E-mail address (for communication & status updates)	Daytime phone	Reason for request:		
Your relationship to the person named on the Fetal Death Report (select one) <input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Sibling <input type="checkbox"/> Grandparent <input type="checkbox"/> Authorized agent/attorney/legal representative (proof required) <input type="checkbox"/> Other - Specify (may not be entitled to a certified copy): _____			Stillbirth Certificate <input type="checkbox"/> Parent In accordance with G.S. 130A-114, stillbirth certificates will only be released to the parents	
I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26A) to make a false statement on this application or to unlawfully obtain a copy or a certified copy of a birth certificate.				
Signature of person requesting the certificate: _____			Date: _____	

STEP 3: COST

Number of copies:	Qty	Price/ea	Total
Certified Fetal Death, search & first copy (suitable for legal use)		\$24.00	
Certified Fetal Death, additional copies (max 5)		\$15.00	
Uncertified Fetal Death, search & first copy (not suitable for legal use)		\$24.00	
Uncertified Fetal Death, additional copies (max 5)		\$15.00	
Certified Stillbirth, search & first copy (suitable for legal use)		\$24.00	
Certified Stillbirth, additional copies (max 5)		\$15.00	
Uncertified Stillbirth, search & first copy (not suitable for legal use)		\$24.00	
Uncertified Stillbirth, additional copies (max 5)		\$15.00	
Add \$15 for processing changes to Fetal Death Report			
Check one <input type="checkbox"/> Amendment <input type="checkbox"/> Paternity (no fee required)			
A TOTAL FOR ALL COPIES ABOVE			\$
Select Delivery Method (select one):			
UPS Next Day Air		\$20.00	
UPS Alaska, Hawaii, Puerto Rico		\$25.50	
UPS to Canada or Mexico		\$26.50	
UPS Worldwide Expedited		\$37.00	
U.S. Postal Service Regular Mail		\$ 0.00	
B TOTAL FOR SELECTED DELIVERY			\$
<i>Note: UPS will not deliver to a P.O. box. Processing time may take 120+ days.</i>			
C TOTAL FOR VITALCHEK PROCESSING AND HANDLING FEE (non-refundable)			\$ 6.00
TOTAL AMOUNT DUE = A + B + C			\$

STEP 4: PAYMENT INFORMATION

Select payment method (submit separate payment for each application)

Credit Card Personal Check Money Order

PLEASE DO NOT SEND CASH

Credit Card Information (if paying by credit card)

Credit Card Number _____ Expiration Date _____
 Cardholder's Signature _____ Date _____
Charges will appear on your credit card statement as: VCN NC VITAL RECORDS

If paying by check or money order, please make payable to VITALCHEK.

STEP 5: MAIL YOUR COMPLETED AND SIGNED FORM

Please mail your completed form, with ID and additional documentation (if required) to:

NCOVR
 Attn: VC Certificate Orders
 1903 Mail Service Center
 Raleigh, NC 27699-1900

Please do not include a pre-paid express mail envelope with your request. Select a delivery method from the delivery method box to the left.

For expedited order placement and processing, please visit VitalChek.com.