Birth Certificate Checklist

☐ Are all items complete on the birth certificate application and is the request signed?

☐ Is a current ID with a signature attached to the request? (i.e. your Driver's License or your passport?) If the signature is on the back, provide a copy of both the front and the back.

☐ The person that signed the request must provide a copy of their current ID. If the signature on the application does not match the signature on the ID or if the ID is expired, the **person making the request must have their signature notarized**.

☐ Is the payment of $13.00 provided for each certified copy? We **will not accept** a 3rd Party Check [A check from someone other than the person making the request]. If you do not have a checking account, payment can also be made by money order. Money orders are available at the Post Office, banks and most convenience stores. Funds must be drawn from a United States bank or credit union.

☐ Did you include your mother's maiden name? This is the name your mother had when she was born. This information will allow us to locate your record more efficiently.

Requests we receive are often sent back for missing one of the items listed above. When all of the information is provided, the processing time is greatly reduced. **You do not need to send this checklist in with your request. It is only for your information.**

Thank you for your understanding and patience,

Jim McBride

Deputy State Registrar
Vital Statistics Services

CERTIFIED BIRTH APPLICATION FOR THE STATE OF WYOMING

A fee of $13.00 per copy must accompany this request. A money order or personalized check from the person making the request should be made payable to VITAL RECORDS SERVICES

If you do not have a birth record on file, you will be sent instructions for filing a Delayed Birth Certificate, and your $13.00 fee will be retained as a searching fee.

Enclosed is $_____ for _____certified copy/copies

PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR APPLICATION

WARNING: Wyoming Statute 35-1-431 states that it is a criminal violation to, willfully and knowingly, use or attempt to use a birth certificate for any purpose of deception.

Requests must include a current photocopy of the driver's license, state issued ID card, or passport of the person requesting the certificate. We will also accept a notarized signature of the person making the request.

TAPE A

CURRENT PHOTOCOPY OF IDENTIFICATION HERE

Written signature must be permanent part of ID

PLEASE MAKE CERTAIN YOUR SIGNATURE AND THE EXPIRATION DATE ARE CLEARLY VISIBLE

Name as it appears on birth certificate

First Name _____

Middle Name _____

Last Name _____

If this record could be recorded under any other name, list that name here

_____

Date of Birth _____/_____/____

Sex ☐ Male ☐ Female

Place of Birth

_____, WY

Mother's Full Maiden Name (First, Middle, Last)

Full Name of Father (First, Middle, Last)

Signature of Person Whose Certificate is Being Requested or Parent Named on Certificate. If under 18 years of age, signature of parent or legal guardian required. Legal guardian must submit a copy of guardianship papers.

X_____

Address to Which Copy is to be Mailed

_____

_____

_____

Mail your request to:

Vital Records Services
Hathaway Building
Cheyenne, WY 82002