



SOUTH CAROLINA
DEPARTMENT OF
PUBLIC HEALTH

Vital Records Birth 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: _____

Email address: _____

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 Legal Guardian Legal Representative (for whom?) _____

Parent Other (specify) _____

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: _____

INFORMATION FOR BIRTH CERTIFICATE BEING REQUESTED:

Full name: _____
First Middle Last Suffix

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

Name of mother/parent prior to first marriage: _____
First Middle Last

Name of father/parent prior to first marriage: _____
First Middle Last

Mother/parent state or foreign country of birth: _____ Father/parent state or foreign country of birth: _____

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

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

FEES

SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee includes one (1) certification if record is located. Additional copies purchased at the same time are \$3 each. All request types with an expected processing time of ten (10) business days or less, including onsite customer service, will be charged an additional \$5 expedite fee. Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DPH. Onsite customer service also accepts credit and debit cards and cash.

Required Search Fee (Non-refundable, Includes one copy if found)	\$12.00	\$12.00
Each additional copy	x \$3.00	
Expedite Fee (Not applicable to mail-in requests. See back for details.)	(Number of additional copies) \$5.00	\$5.00

Total fees submitted: _____

Send completed application, payment, and photocopy of proper ID to: SC DPH - Vital Records Section, P.O. Box 2046, West Columbia, SC 29171

OFFICE USE ONLY SFN: _____ DCN: _____

SC DEPARTMENT OF PUBLIC HEALTH
Vital Statistics
Vital Records Birth Application – 2595-ENG-DPH

PURPOSE: To collect information required to request a certified copy of a birth record.

AUDIENCE: An individual requesting a certified copy of a birth record.

INSTRUCTIONS: Instructions for completing each item are self-explanatory or embedded within the form. Applicants are instructed to complete each blank.

ADDITIONAL INFORMATION:

BIRTHS – SC Law did not require the filing of birth records until January 01, 1915. Birth records on file at SC DPH are not available for public viewing. A birth record becomes public record one hundred (100) years after the date of birth. Non-certified copies of public birth records are issued unless a certified copy is specifically requested by an otherwise entitled party. The \$12 “search fee” is required for each request of a public birth record.

TURNAROUND TIME – The usual turnaround time for ‘waiting’ onsite customers is approximately thirty (30) minutes, excluding amendments, during non-peak hours (8:30AM – 11:00AM). The usual turnaround time for ‘mail’ requests, excluding amendments, is approximately four (4) weeks from the date received by our office.

If it has been more than four (4) weeks since you submitted your request, excluding amendments, please email VRRequestStatus@dph.sc.gov or 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 (if expiration date is not listed, additional verification may be required from issuer)
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
5. Foreign Passport (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 – Additional information can be obtained from the website: www.dph.sc.gov/public/vital-records

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

SEARCH FEE – A \$12 “search fee” is required by SC Law, Section 44-63-110. **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 of certification are order at the same time, they are \$3 each.

EXPEDITE FEE – A \$5 expedite fee is allowed under SC Code of Regulations 61-19, Section 1300. SC DPH Vital Records defines application of the expedite fee to be charged for all request types with an expected turnaround time of ten (10) business days or less, including onsite in-person, onsite drop-off (if desired), online/internet, and billable orders. Orders sent via mail will not be processed expedited and will have an expected turnaround time of four (4) weeks.

OFFICE MECHANICS AND FILING: Completed applications will be maintained for three years then destroyed under retention schedule 17996.