



**Vital Records Non-Certified Pre-Adoptive 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.

For adoptions that occurred after July 1, 2019, adoptees 18 years or older may request a copy of their original (pre-adoption) birth certificate if a consent form from a biological parent grants release of the birth certificate. All applications will be processed as a mail request. While the Agency will diligently search its files for an adoption record that matches the request, it does not warrant, promise, or guarantee that it will be able to locate an adoption record that matches the information provided in this request. If a record is issued, it MAY NOT be used for legal purposes.

**Name of applicant:** \_\_\_\_\_ **Day phone number:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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

Signature of applicant: \_\_\_\_\_

**CURRENT INFORMATION ON BIRTH CERTIFICATE:**

Full name: \_\_\_\_\_  
First Middle Last Suffix

Other names used (not married names): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_ City of birth: \_\_\_\_\_ County of birth: \_\_\_\_\_

Name of adoptive mother/parent prior to first marriage: \_\_\_\_\_  
First Middle Last

Name of adoptive 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: \_\_\_\_\_

Number of children born in SC to this mother/parent? \_\_\_\_\_

**ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:**

Date of adoption: \_\_\_\_\_

Full name on original, pre-adoptive birth record: \_\_\_\_\_  
First Middle Last Suffix

Name of birth mother/parent prior to first marriage: \_\_\_\_\_  
First Middle Last

Name of birth father/parent prior to first marriage: \_\_\_\_\_  
First Middle Last

**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) copy of the original birth certificate, if record is located. Additional copies purchased at the same time are \$3 each. Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC.

Required Search Fee (Non-refundable, Includes one copy if found) .....	\$12.00	\$12.00
Each additional copy .....	x \$ 3.00	_____
Number of additional copies		

Total fees submitted: \_\_\_\_\_

**Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201**  
**Along with completed application, be sure to include payment and photocopy of proper identification.**

**OFFICE USE ONLY** SFN: \_\_\_\_\_

## **Vital Records Non-Certified Pre-Adoptive Birth Application Instructions and Additional Information**

**TURNAROUND TIME** – The usual turnaround time for "mail" requests is approximately 2 - 4 weeks 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 (unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refugee 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.dhec.sc.gov/vr](http://www.dhec.sc.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.

**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) copy of the original birth certificate, if record is located. Additional copies of the same record ordered at the same time are \$3 each.