



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. 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.

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: _____ DCN: _____

Vital Records Application for Birth Certificates

Instructions and Information

Information

BIRTHS – SC Law did not require the filing of birth records until January 01, 1915. Birth records on file at SC DHEC 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. The \$12 "search fee" is required for each request of a public birth record.

TURNAROUND TIME – The usual turn around time for 'waiting' on-site customers is approximately thirty (30) minutes, excluding amendments, 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, excluding amendments, is approximately 2 - 4 weeks from the date of receipt.

If it has been more than four (4) weeks since you submitted your request, excluding amendments, 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. 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.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. Onsite customer service also accepts credit and 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. Additional copies, of the same record ordered at the same time, are \$3 each.