

**North Carolina Department of Health and Human Services
Division of Public Health • Vital Records Unit
http://vitalrecords.nc.gov**

Mail: 1903 Mail Service Center
Raleigh, NC 27699-1903

Location: 225 North McDowell St.
Raleigh, NC 27603-1382

Application for North Carolina Death, Marriage or Divorce Record

A Death, Marriage or Divorce Certificate search 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 fee of \$15 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. Mail-in applicants may also receive expedited service. **Include the \$15 expedite fee and write "Expedite" on the envelope.** For expedited processing and expedited shipping add \$35. (Call for expedited shipping fees outside the continental United States.) Make your certified check or money order payable to "N.C. Vital Records." Please do not send cash in the mail. **Personal checks are not accepted.** If you have questions, our telephone number is 919-733-3000.

Please Print

**Identification of the person requesting a certificate is required. See page 2 for a list of acceptable IDs.
Requests that do not include proper identification will be returned.**

Death Certificate **Number of Copies Requested** **Certified** _____ **Uncertified** _____

Full Name of Deceased _____

Date of Death (Month/Day/Year) _____ Age at Time of Death ____ Race _____

Location of Death (City or County) _____

Date of Birth (Month/Day/Year) _____

Office Use Only

Book _____ Page _____

Marriage Certificate **Number of Copies Requested** **Certified** _____ **Uncertified** _____

Full Name of Groom _____

Full Maiden Name of Bride _____

Date of Marriage (Month/Day/Year) _____

County Where License Was Issued _____

County (provide city or town if county is unknown)

Office Use Only

Book _____ Page _____

Divorce Certificate **Number of Copies Requested** **Certified** _____ **Uncertified** _____

Full Name of Husband _____

Full Maiden Name of Wife _____

Date of Divorce (Month/Day/Year) _____

Location of Divorce (City or County) _____

Office Use Only

Book _____ Page _____

Your Relationship to the Person Whose Certificate is Requested: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Self | <input type="checkbox"/> Grandparent |
| <input type="checkbox"/> Spouse (current) | <input type="checkbox"/> Authorized agent, attorney or legal representative of the person listed |
| <input type="checkbox"/> Brother/Sister | (Proof Required) |
| <input type="checkbox"/> Child | <input type="checkbox"/> Other (may not be entitled to a certified copy) |
| <input type="checkbox"/> Parent/Step-Parent | Specify _____ |

How do you plan to use this record?

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 certified copy of a vital record.

Signature of Person Applying for Certificate

Street Address or P.O. Box (P.O. Box cannot be used for expedited shipping.)

City, State and Zip Code

Date _____
(Area Code) Telephone Number

Office Use Only

Identification furnished

Amount Received \$ _____

Required for All Certificates Requested

Order Certificate

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 five weeks 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.

Faster Service

To receive expedited service you **MUST write “Expedite”** on the outside of the envelope. Expedited requests will be processed within 10 business days. This does not include the additional day(s) for shipping. This is a non-refundable fee.

Identification Requirement

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:**

- Current state-issued driver’s license (address must match requestor’s address on application)
- Current state-issued non-driver photo ID card (address must match requestor’s address on application)
- Current Passport or Visa (must include photo)
- Current U.S. military ID
- Current Department of Corrections photo ID card dated within the last year
- Current state or U.S. government agency photo ID card (for persons requesting certificates as part of that agency’s business)
- Current student ID card with copy of transcript

If you do not have one of the IDs listed above, you must provide legible photocopies of TWO of the following (must be two DIFFERENT forms of ID):

- Temporary driver’s license
- Current utility bill with current address
- Car registration or title with current address
- Bank statement with current address
- Pay stub with current address
- Income tax return/W-2 form showing current address
- Letter from government agency dated within the last six months and showing current address
- State-issued concealed weapon permit showing current address

If you are unable to meet our ID requirements, a family member or other person who is entitled to obtain the certificate, and who can meet the ID requirements, may request it.

A list of persons entitled to obtain certificates is located on our website at <http://vitalrecords.nc.gov/faqs.htm>.