






Entitlement Verification Requirements (For Kiosk and Remote Ordering)

To ensure the security of all DC birth, death, and domestic partnership certificates, the District of Columbia Vital Records Division strictly enforces entitlement verification to receive these certificates.

The District of Columbia Vital Records Division has a 100% identity verification policy. Proof of the applicant's identity is required no matter which ordering method is selected. Applicant must meet our identity and entitlement verification requirements in order to receive a certificate.

The following **Certificate Entitlement Requirements** document who is legally approved to request and receive District of Columbia Birth, Death, or Domestic Partnership (D.P.) certificates:

Person Ordering is...	Entitled to...			Must Provide...
	Birth	Death/ Fetals	D.P.	
 Self (must be at least 18 years old or an emancipated minor)	✓		✓	Must provide the required identification document(s) matching the certificate holder's name [†]
 Spouse/Informant		✓		Must be named as spouse or informant on the record [†]
 Domestic Partner		✓	✓	Must be named as domestic partner on the record [†]
 Parent	✓	✓	✓	Must be named as parent on the record ^{*†}
 Adult Child or Sibling	✓	✓	✓	Your certified birth certificate* supporting the stated relationship [†]
 Grandparent	✓	✓	✓	Your child's birth certificate* supporting the stated relationship [†]
 Adult Grandchild		✓	✓	Your birth certificate* AND your parent(s) birth certificate ^{*†} supporting the stated relationship
 Legal Guardian or Custodian	✓	✓	✓	A certified court order, naming you as legal guardian or legal custodian
 Legal Representative	✓	✓	✓	Copy of retainer agreement, bar card AND typed letter on firm's letterhead authorizing retrieval of the record
 Other Government	✓	✓		Must have formal agreement with DC Vital Records or other approval from the State Registrar
 Social Worker	✓			Typed letter on your firm's letterhead displaying your name and authorizing retrieval of the record, your unexpired government issued photo ID, valid social worker license and a signed DC Vital Records application attesting to the identity of the client
 Power of Attorney	✓			A notarized specific and limited Power of Attorney limiting the power of attorney to five (5) business days and requesting to receive a certified birth certificate.
 Law Enforcement	✓	✓		Typed letter on agency letterhead displaying your name and sufficiently identifying the administrative purpose or direct & tangible interest ^{**} , or a DC Superior Court subpoena or other court order ordering issuance AND your unexpired government issued photo ID
 Other Parties		✓		Proof of tangible interest ^{**} or legal need (court, insurance, or estate settlement documents)

[†]If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

* For births that occurred in DC you do not need to provide your certificate. For births occurring outside of DC, you will need to provide a certified birth certificate as proof of relationship.

** Direct & tangible interest means that your need for the certificate is related to personal or property rights.

For questions or additional entitlement information, please check with the reception desk.

<https://dchealth.dc.gov/service/vital-records>