Office of the City Clerk Vital Records Division
Requirements to Establish Qualified Applicants to obtain a Birth or Death Record

- Parent –
  a. Picture ID from attached list of primary identification
  b. Parent’s name must be listed on birth certificate
- Self - Picture ID from attached list of Primary identification
- Grandparent -
  a. Picture ID from attached list of Primary identification
  b. Must provide relationship to the grandchild, such as birth certificate of parents of the grandchild
  c. Related parent must be listed on requested birth certificate
- Spouse -
  a. Picture ID from list of Primary identification
  b. Documentation associated with the marriage, such as marriage certificate
- Son/Daughter -
  a. Picture ID from attached list of Primary identification
  b. Must provide relationship to the Parent such as their birth certificate
  c. Related parent must be listed on requested birth certificate
- Brother/Sister -
  a. Picture ID from attached list of Primary identification
  b. Document that proves the relationship to the sibling such as birth certificate showing the same parent
- Legal Guardian -
  a. Picture ID from attached list of Primary identification
  b. Certified Court Order showing legal custody
- Attorney -
  a. Picture ID from attached list of Primary identification
  b. Certified copy of a court issued document that establishes legal interest
  c. Bar Card
- If primary ID is not available:
  a. Two items from the list of Secondary identification
  b. One item from the list of Secondary identification and 2 items of list of supporting documents

*Please note only Original Documents will be accepted*