

INSTRUCTIONS TO ORDER A BIRTH CERTIFICATE

Pennsylvania's Division of Vital Records provides birth records from 1906 to the present. You can order a certified copy of your own birth certificate or a copy of a family member's birth certificate. The certified copy costs \$20.00, and if ordered online with a credit card, an additional \$10.00 transaction fee applies. You may instead opt to make a request by mail or in person at a regional public office in Pennsylvania like Harrisburg.

INSTRUCTIONS

Things you'll need:

- Credit Card
- Personal information
- Internet browser
- Adobe Reader or Acrobat
- Copy of photo identification

1. Order Online

- a. Log on to the Pennsylvania Department of Health website at –
<http://www.health.state.pa.us/vitalrecords>
- b. Under the “Birth and Death Certificates” tab, click “Birth Certificates.” Click “Order Online.” Read the information to make sure the information you want is available online. If so, click “Order Online.”
- c. Read the disclaimer and click the “Click Here” to continue. Click “Continue” on the next page to be linked to VitalChek.
- d. Select “Birth Certificate” and click “Start Order.” Select “My Birth Certificate” and enter NAME and click “Continue.”
- e. Enter the city which you were born. Click “Continue.” Enter date of birth. Click “Continue.”
- f. Select from the drop-down list the reason you are obtaining the certificate. Click “Continue.”
- g. Click “Select” to pay the fees for the birth certificate and complete the order.

Note – 1st Copy Fee is \$20.00/VitalChek Processing Fee is \$10.00.

- h. Click “Select.” Read Notice and click “Continue.” May order additional copies if wish to do so for additional fees. Click “Continue.”

2. Order by Mail

- a. Click the “Request by Mail” link instead of the “Order Online” link in Step 2 from

the above section.

- b. Click the link to the “Application for Certified Copy of the Birth Record.” This will download and open the PDF form.
- c. Print and fill out the required form with your personal information. Include your signature at the top, along with your mailing address and birth information.
- d. Mail the form to the address listed on the form, with your \$20.00 fee and a copy of your photo ID enclosed. The copy of your birth certificate will be sent to you in about three – four weeks.

3. Order in Person

- a. Click the link to a regional office from the Pennsylvania Department of Health’s website. Find the location and hours of the nearest office.
- b. Click the “birth” link to the required PDF form which is also used to make a request by mail. Print and fill out the form before taking it to the regional office.
- c. Pay the \$20.00 fee and present a photo ID at the regional office to receive a copy of your birth certificate.