

# Vital Records Request Form

Orange County Application for Certified Copies of Birth, Death or Marriage Records  
Register of Deeds Office Location: Gateway Center, 228 South Churton Street, 3<sup>rd</sup> Floor, Hillsborough, NC 27278  
Mailing Address: Register of Deeds, P.O. Box 8181, Hillsborough, NC 27278

**Forms of payment accepted in the Register of Deeds Office (Walk-in ONLY):**  
Cash, Debit/Credit Card, Money Order, Certified Bank Check or Business Check  
**No Personal Checks Accepted**

## **IDENTIFICATION REQUIRED FOR ALL CERTIFIED COPIES**

<b>Mail-In Request ONLY</b>	<b>Office Use Only</b>
Type of ID attached _____ Attach a copy of a <u>VALID</u> photo ID (Driver's License, State issued ID card or Passport) Please include a Self-Addressed Stamped Envelope <b>Forms of payment accepted for Mail-In Request:</b> (Made payable to: Orange County Register of Deeds) Money Order Certified Bank Check Business Check	Type of ID Presented _____ Cash \$ _____ Escrow \$ _____ Account User ID _____ Money Order/Certified Bank Check/Business Check # _____ \$ _____ Debit/Credit Card - Visa, MasterCard, Discover

### PLEASE PRINT

<b>Birth Certificate:</b> Number of Copies Requested: _____ (\$10.00 each)
Full Name at Birth: _____
Date of Birth: _____
Parent's Current Legal Name: _____ Maiden Name (if applicable): _____
Parent's Current Legal Name: _____ Maiden Name (if applicable): _____
<b>Death Certificate:</b> Number of Copies Requested: _____ (\$10.00 each)
Full Name of Deceased: _____
Date of Death: _____
<b>Marriage Certificate:</b> Number of Copies Requested: _____ (\$10.00 each)
Full Name of Applicant 1: _____ Maiden Name (if applicable): _____
Full Name of Applicant 2: _____ Maiden Name (if applicable): _____
Date of Marriage: _____

### REQUIRED for All Certificates Requested

<b>THE CERTIFICATE ABOVE IS: (Please circle one of the following)</b>		
MY OWN	MY PARENT	AUTHORIZED AGENT, ATTORNEY OR LEGAL REPRESENTATIVE OF
MY CHILD	MY GRANDCHILD/GRANDPARENT	THE PERSON LISTED (PROOF REQUIRED)
MY SISTER	MY STEP-PARENT	
MY BROTHER	MY STEP-CHILD	SEEKING INFORMATION FOR LEGAL DETERMINATION OF
MY SPOUSE (CURRENT)		PROPERTY RIGHTS (DEATH CERTIFICATE ONLY)
<b>WARNING:    MAKING A FALSE APPLICATION FOR A VITAL RECORDS IS A FELONY UNDER STATE AND FEDERAL LAW (N.C.G.S. 130A-26A)</b>		
<b>I HEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF (N.C.G.S. 130A-93 AND 130A-99).</b>		
_____ Signature of Person Applying for Certificate	_____ Printed Name of Person Applying for Certificate	_____ Today's Date
_____ Full Mailing Address (Street Address or P.O. Box, City, State, Zip Code)		_____ Telephone Number