

HOW TO APPLY FOR A PASSPORT

If you do not have a passport, **APPLY TODAY**. You must have a passport that is valid for at least six months after the date you are scheduled to return to the United States. If you already have a passport, you may need to renew it. Do not delay. This process may take 6-8 weeks. Visit <http://www.travel.state.gov> for current instructions.

To apply for a passport, appear in person at the nearest passport agency, county clerk's office, or a specially designated post office (usually the main office) with the following:

1. Certified copy of your birth certificate (see below).
2. Current valid ID (valid driver's license, government ID, military ID, etc.).
3. Two identical passport photos (2"X2"). Black and white or color is acceptable.
4. Fee \$85 (if you are 16 years of age or older); \$70 (if you are under 16 years of age). Most passport processing facilities accept a check, money order, or bank draft. Some also accept credit cards.

Renewal: If you have been issued a passport in your name within the past 15 years and you were over the age of 16 when it was issued, you may apply for a new passport by mail. Pick up an application at the nearest passport agency, county clerk's office, or specially designated post office. You will also need: 1.) Your most recent passport 2.) two recent passport photos (within 6 months) 3.) \$55 for the renewal fee. Mail to: National Passport Center, P.O. Box 371971, Pittsburgh, PA 15250-7971.

HOW TO OBTAIN A BIRTH CERTIFICATE

To obtain a certified copy of your birth certificate, write or go to the vital statistics office in the state or area where you were born. Addresses and fees (which are subject to change) are listed by state on the other side of this sheet. You may use the form below when requesting a copy of your birth certificate. **Every state has specific requirements for obtaining a birth certificate: go to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.html> click on the link for your birth state, and verify the process for that state.**

Please print or type

To: (see reverse)		From: (current name and address)	
I request a certified copy of my birth certificate to establish birth in the United States.		Signature:	
1. MY FULL NAME (Given at birth):			
2. SEX	3. NAME OF FATHER	4. NAME OF MOTHER (Include maiden name)	
5. DATE OF BIRTH (month, day, year)		6. PLACE OF BIRTH (city or town, county, and state)	
7. PURPOSE FOR WHICH COPY IS NEEDED			
8. ENCLOSED IS (Do not send cash. Some states do not accept personal checks.) \$ _____ <input type="checkbox"/> Certified check <input type="checkbox"/> Money Order			
9. REMARKS		10. PLEASE SEND BIRTH CERTIFICATE TO:	

The fees listed below are for a single copy of a birth certificate and are subject to change. Current information may be obtained from the vital statistics office in the state or area in which the birth occurred. Written requests for copies of birth certificates should be sent to the office in the appropriate state listed below. **Every state has specific requirements for obtaining a birth certificate: go to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.html> , click on the link for your birth state, and verify the process for that state.**

ADDRESSES OF VITAL STATISTICS OFFICES

Alabama	Alabama Center for Health Statistics, P.O. Box 5625, Montgomery, AL 36103-5625	\$12.00
Alaska	Alaska Department of Health & Social Services, 5441 Commercial Blvd, Juneau, AK 99801	\$20.00
Arizona	Arizona State Office of Vital Records, P.O. Box 3887, Phoenix, AZ 85030-3887	\$10.00
Arkansas	Arkansas Division of Vital Records, Slot 44, 4815 W. Markham Street, Little Rock, AR 72205-3867	\$12.00
California	California State Department of Health Services, Office of Vital Records, MS 5103, PO Box 997410, Sacramento, CA 95899-7410	\$15.00
Colorado	Colorado Department of Health, Vital Records Section, 4300 Cherry Creek Drive S., Denver, CO 80246-1530	\$15.00
Connecticut	Connecticut State Department no longer provides a central records service. Contact the town in which the event occurred. Contact the Dept. of Public Health only if you need additional information regarding the contact for the town needed. Connecticut Dept. of Public Health, Vital Records Section, 410 Capitol Ave., P.O. Box 340308, MS#11VRS, Hartford, CT 06134-0308	\$5.00
Delaware	Delaware Office of Vital Statistics, P.O. Box 637, Dover, DE 19903	\$10.00
District of Columbia	District of Columbia Vital Records Office, 825 North Capitol Street NE, Washington, DC 20002	\$18.00
Florida	Florida Office of Vital Statistics, Attn. Customer Service, P.O. Box 210, Jacksonville, FL 32231-0042	\$9.00
Georgia	Georgia Div. of Public Health, Vital Records Service, 2600 Skyland Dr. NE, Atlanta, GA 30319-3640	\$10.00
Hawaii	Hawaii State Department of Health, Vital Statistics Section/ OHSM, P.O. Box 3378, Honolulu, HI 96801	\$10.00
Idaho	Idaho Center for Vital Statistics & Health Policy, 450 W. State Street, 1st Floor, P.O. Box 83720, Boise, ID 83720	\$13.00
Illinois	Illinois Department of Public Health, Division of Vital Records, 605 W. Jefferson St., Springfield, IL 62702-5097	\$15.00
Indiana	Indiana State Department of Health, 6 West Washington St., Indianapolis, IN 46204	\$10.00
Iowa	Iowa Dept. of Public Health, Bureau of Vital Records, Lucas State Ofc. Bldg. 1 st Floor, Des Moines, IA 50319-0075	\$10.00
Kansas	Kansas Office of Vital Statistics, 1000 SW Jackson St., Ste. 120, Topeka, KS 66612-2221	\$12.00
Kentucky	Kentucky Office of Vital Statistics, 275 E. Main Street, Frankfort, KY 40621	\$10.00
Louisiana	Louisiana Vital Records Registry, P.O. Box 60630, New Orleans, LA 70160 CLOSED	\$15.00
Maine	Maine Office of Vital Records, 221 State Street, Station 11, Augusta, ME 04333-0011	\$10.00
Maryland	Maryland Dept. of Health and Mental Hygiene, Div. of Vital Records, PO Box 68760, Baltimore, MD. 68760	\$12.00
Massachusetts	MA Registry of Vital Records and Statistics, 150 Mount Vernon St., 1 st Floor, Dorchester, MA 02125-3105	\$28.00
Michigan	Michigan Dept. of Community Health, P.O. Box 30721, Lansing, MI 48909	\$15.00
Minnesota	MN Dept. of Health, Office of State Registrar, P.O. Box 9441, Minneapolis, MN 55440	\$13.00
Mississippi	Mississippi Vital Records, P.O. Box 1700, Jackson, MS 39215-1700	\$12.00
Missouri	Missouri Dept. of Health, Bureau of Vital Records, P.O. Box 570, Jefferson City, MO 65102-0570	\$10.00
Montana	Montana Vital Statistics, 111 N. Sanders, Room 209, P.O. Box 4210, Helena, MT 59604-4210	\$12.00
Nebraska	Nebraska Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065	\$8.00
Nevada	Nevada Office of Vital Statistics, 505 East King Street, Rm. 102, Carson City, NV 89710 - 4749	\$13.00
New Hampshire	New Hampshire Bureau of Vital Records, 29 Hazen Drive, Concord, NH 03301-6527	\$12.00
New Jersey	New Jersey Vital Statistics Customer Service, PO Box 370, Trenton, NJ 08625-0370	\$4.00
New Mexico	New Mexico Bureau of Vital Records, PO Box 26110, Santa Fe, NM 87502	\$15.00
New York	New York Department of Health, Vital Records Section, PO Box 2602, Albany, NY 12220-2602	\$30.00
New York City	NYC Office of Vital Records, 125 Worth St., New York, New York 10013	\$15.00
North Carolina	North Carolina Vital Records Branch, 1903 Mail Service Center, Raleigh, NC 27699-1908	\$15.00
North Dakota	North Dakota Vital Records, 600 East Boulevard, Bismarck, ND 58505-0200	\$7.00
Ohio	Ohio Department of Health, Vital Statistics Unit, P.O. Box 15098, Columbus, OH 43215-0098	\$15.00
Oklahoma	OK State Health Department, Vital Records Service, 1000 NE 10 th Street, Rm. 111, Oklahoma City, OK 73117	\$10.00
Oregon	Oregon Health Division, Vital Records, P.O. Box 14050, Portland, OR 97293-0050	\$20.00
Pennsylvania	Pennsylvania Division of Vital Records, 101 South Mercer Street, P.O. Box 1528, New Castle, PA 16101	\$7.00
Rhode Island	Rhode Island Office of Vital Records, 3 Capitol Hill, Room 101, Providence, RI 02908-5097	\$15.00
South Carolina	South Carolina Division of Vital Records, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201	\$12.00
South Dakota	South Dakota Department of Health, Vital Records, 600 E. Capitol, Pierre, SD 57501-2536	\$10.00
Tennessee	Tennessee Vital Records, Central Services 1 st floor, 421 5th Avenue N., Nashville, TN 37247-0460	\$5.00
Texas	Texas Bureau of Vital Statistics, P.O. Box 12040, Austin, TX 78711-2040	\$11.00
Utah	Utah Office of Vital Records, 288 North, 1460 West, Box 141012, Salt Lake City, UT 84114-1012	\$15.00
Vermont	Vital Records, Vermont Dept of Health, 108 Cherry Street, PO Box 70, Burlington, VT 05402-0070	\$9.50
Virginia	Virginia Office of Vital Records, P.O. Box 1000, Richmond, VA 23218-1000	\$12.00
Washington	Washington Department of Health, Center for Health Statistics, P.O. Box 9709, Olympia, WA 98507-9709	\$17.00
West Virginia	West Virginia Vital Registration, 350 Capitol St., Rm. 165, Charleston, WV 25301-3701	\$5.00
Wisconsin	Wisconsin Vital Records, P.O. Box 309, Madison, WI 53701-0309	\$12.00
Wyoming	Wyoming Vital Records Service, Hathaway Building, Cheyenne, WY 82002	\$12.00

Information found at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.html> Updated: 11/7/05