

## 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.htm> click on the link for your birth state, and verify the process for that state.**

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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.)			
\$ _____ 9 Certified check    9 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.htm> , click on the link for your birth state, and verify the process for that state.**

### ADDRESSES OF VITAL STATISTICS OFFICES

<b>Alabama</b>	Vital Records, State Department of Public Health, P.O. Box 5625, Montgomery, AL 36103-5625	\$12.00
<b>Alaska</b>	Bureau of Vital Statistics, Department of Health & Social Services, 5441 Commercial Blvd, Juneau, AK 99801	\$20.00
<b>Arizona</b>	Office of Vital Records, Arizona Department of Health Services P.O. Box 3887, Phoenix, AZ 85030-3887	\$10.00
<b>Arkansas</b>	Vital Records H-44, 4815 W. Markham Street, Little Rock, AR 72205-3867	\$12.00
<b>California</b>	Office of Vital Records, Department of Public Health, MS 5103, PO Box 997410, Sacramento, CA 95899-7410	\$14.00
<b>Colorado</b>	Vital Records Section, CO Dept of Public Health, 4300 Cherry Creek Drive S. HSVRD-VS-A1, Denver, CO 80246-1530	\$17.00
<b>Connecticut</b>	Dept. of Public Health, Vital Records Office, 410 Capitol Ave., P.O. Box 340308, MS #11 VRS, Hartford, CT 06134	\$15.00
<b>Delaware</b>	Office of Vital Statistics Division of Public Health, 417 Federal Street Dover, DE 19901	\$10.00
<b>District of Columbia</b>	Vital Records Division, 825 North Capitol Street NE 1 <sup>st</sup> Floor, Washington, DC 20002	\$18.00
<b>Florida</b>	Dept of Health Office of Vital Statistics, P.O. Box 210, 1217 Pearl St. Jacksonville, FL 32231-0042	\$9.00
<b>Georgia</b>	Vital Records Office, 2600 Skyland Dr. NE, Atlanta, GA 30319-3640	\$10.00
<b>Hawaii</b>	State Dept of Health, Vital Statistics Section, P.O. Box 3378, Honolulu, HI 96801	\$10.00
<b>Idaho</b>	Vital Statistics Unit Bureau of Health Policy and Vital Statistics, P.O. Box 83720, Boise, ID 83720	\$13.00
<b>Illinois</b>	Division of Vital Records, Department of Public Health, 605 W. Jefferson St., Springfield, IL 62702-5097	\$15.00
<b>Indiana</b>	Vital Records, Indiana State Department of Health, P.O. Box 7125 Indianapolis, IN 46206-7125	\$10.00
<b>Iowa</b>	Dept of Public Health, Bureau of Vital Records, Lucas Office Bldg. 1 <sup>st</sup> Floor, 321 E. 12 <sup>th</sup> St. Des Moines, IA 50319-0075	\$15.00
<b>Kansas</b>	Office of Vital Statistics, Curtis State Office Bldg, 1000 SW Jackson St., Ste. 120, Topeka, KS 66612-2221	\$12.00
<b>Kentucky</b>	Office of Vital Statistics, Department for Health Services, 275 E. Main Street, Frankfort, KY 40621-0001	\$10.00
<b>Louisiana</b>	Office of Public Health, Vital Records Registry, P.O. Box 60630, New Orleans, LA 70160	\$15.50
<b>Maine</b>	Vital Records, Maine Dept of Health and Human Services, 244 Water Street, #11 State House Station Augusta, ME 04333-0011	\$15.00
<b>Maryland</b>	Div. of Vital Records, Dept. of Health and Mental Hygiene, 6550 Reisterstown Rd, P.O. Box 68760 Baltimore, MD 21215	\$12.00
<b>Massachusetts</b>	Registry of Vital Records and Statistics, 150 Mount Vernon St., 1 <sup>st</sup> Floor, Dorchester, MA 02125-3105	\$28.00
<b>Michigan</b>	Vital Records Request, P.O. Box 30721, Lansing, MI 48909	\$26.00
<b>Minnesota</b>	Office of State Registrar, MN Department. of Health, P.O. Box 64882, St. Paul, MN 55164-0882	\$16.00
<b>Mississippi</b>	Mississippi Vital Records, State Department of Health, P.O. Box 1700, Jackson, MS 39215-1700	\$12.00
<b>Missouri</b>	Missouri Dept. of Health & Senior Services, Bureau of Vital Records, 930 Wildwood, P.O. Box 570, Jefferson City, MO 65102-0570	\$15.00
<b>Montana</b>	Office of Vital Statistics, MT Dept of Public Health, 111 N. Sanders, Room 209, P.O. Box 4210, Helena, MT 59604-4210	\$12.00
<b>Nebraska</b>	Vital Records, 1033 O Street, Suite 130, P.O. Box 95065, Lincoln, NE 68509-5065	\$12.00
<b>Nevada</b>	Office of Vital Records & Statistics, Capitol Complex, 505 East King St, Rm. 102, Carson City, NV 89710 - 4749	\$13.00
<b>New Hampshire</b>	Div of Vital Records Admin, Health & Welfare Bldg, 29 Hazen Drive, Concord, NH 03301-6508	\$12.00
<b>New Jersey</b>	No address given, please visit the New Jersey Vital Statistics Website for up to date info <a href="http://www.state.nj.us/health/vital">www.state.nj.us/health/vital</a>	\$25.00
<b>New Mexico</b>	NM Vital Records, PO Box 26110, Santa Fe, NM 87502	\$10.00
<b>New York</b>	Certification Unit, Vital Records Section, 2 <sup>nd</sup> Floor 800 N. Pearl St. Menands, NY 12204	\$30.00
<b>New York City</b>	Office of Vital Records, NYC Dept of Health & Mental Hygiene 125 Worth St., CN4, Rm. 133 New York, NY 10013	\$15.00
<b>North Carolina</b>	NC Vital Records, 1903 Mail Service Center, Raleigh, NC 27699-1903	\$15.00
<b>North Dakota</b>	ND Dept of Health, Div of Vital Records, 600 East Boulevard Ave Dept 301, Bismarck, ND 58505-0200	\$7.00
<b>Ohio</b>	Vital Statistics, Ohio Department of Health, 246 North High St. 1 <sup>st</sup> floor, Columbus, OH 43216	\$16.50
<b>Oklahoma</b>	Vital Records Service, State Health Department, 1000 NE 10 <sup>th</sup> Street, Oklahoma City, OK 73117	\$10.00
<b>Oregon</b>	Oregon Vital Records, P.O. Box 14050, Portland, OR 97293-0050	\$20.00
<b>Pennsylvania</b>	Division of Vital Records, 101 S. Mercer Street Rm 401, P.O. Box 1528, New Castle, PA 16101	\$10.00
<b>Rhode Island</b>	Office of Vital Records, RI Dept of Health, 3 Capitol Hill, Room 101, Providence, RI 02908-5097	\$20.00
<b>South Carolina</b>	Office of Vital Records, SCDHEC, 2600 Bull Street, Columbia, SC 29201	\$12.00
<b>South Dakota</b>	Vital Records, State Department of Health, 207 E. Missouri Ave, Ste 1-A, Pierre, SD 57501	\$10.00
<b>Tennessee</b>	Tennessee Vital Records, Central Services Bldg, 421 5th Avenue N., Nashville, TN 37247	\$12.00
<b>Texas</b>	Bureau of Vital Statistics, Texas Department of Health P.O. Box 12040, Austin, TX 78711-2040	\$22.00
<b>Utah</b>	Office of Vital Records & Stats, UT Dept of Health 288 North 1460 West, P.O. Box 141012, Salt Lake City, UT 84114-1012	\$15.00
<b>Vermont</b>	VT Dept of Health, Vital Records Section, P.O. Box 70, 108 Cherry Street, Burlington, VT 05402-0070	\$10.00
<b>Virginia</b>	Division of Vital Records, P.O. Box 1000, Richmond, VA 23218-1000	\$12.00
<b>Washington</b>	Department of Health, Center for Health Statistics, P.O. Box 9709, Olympia, WA 98507-9709	\$20.00
<b>West Virginia</b>	Vital Registration Office, Rm. 165, 350 Capitol St., Charleston, WV 25301-3701	\$10.00
<b>Wisconsin</b>	WI Vital Records Office, 1 W. Wilson Street. P.O. Box 309, Madison, WI 53701-0309	\$12.00
<b>Wyoming</b>	Vital Records Service, Hathaway Building, Cheyenne, WY 82002	\$12.00

Information found at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> Updated: 10/26/07