

Procedures for Obtaining Vital Records (Birth, Death, Marriage)

Persons applying for certificates can make their request in person or by mail. If applying in person, an application for the certificate is completed. We will need to see a current, government issued picture identification. If applying by mail the following form should be completed and mailed to the address at the top of the form. Please include a self addressed, stamped envelope with your request.

Who Can Apply?

Anyone can apply for and receive uncertified copies of certificates.

Cost/Fees:

The cost for uncertified copies is \$.25 per copy.

The cost for certified copies is \$10.00 per copy.

Birth Records: Immediate family (Mother, Father, Brother, Sister, Spouse, Adult Children, Grandparents), Legal Representative, Case Manager, or Legal Guardian (proof required).

Death Certificates: Immediate family (Mother, Father, Brother, Sister, Spouse, Adult Children, Grandparents), funeral home representative or licensee, executor or executrix for the estate, an authorized agent, attorney, or legal representative acting on behalf of the estate (proof required).

Marriage License Certificate: Immediate family (Mother, Father, Brother, Sister, Spouse, Adult Children, Grandparents), Legal Representative, Case Manager, or Legal Guardian (proof required).

Adoption Records

All adoption records are maintained by the North Carolina Vital Records Office in Raleigh. No adoption records are located in the Register of Deeds office.

Mailing Address:

NC State Vital Records
1903 Mail Service Center
Raleigh NC 27699

Physical Address:

225 N. McDowell St.
Raleigh NC 27699

Phone Number: (919) 733-3000