

### **How do I order a birth, death, marriage, or divorce certificate online or by phone?**

VitalChek is our ONLY contracted vendor to accept requests online or by phone using a credit card. We are NOT affiliated with any other agencies offering to place an order for you. VitalChek is the ONLY vendor with the ability to download orders to our office electronically. If you wish to order online or by phone with a credit card, please contact VitalChek at [www.VitalChek.com](http://www.VitalChek.com) or 1-877-550-7330. VitalChek charges a \$7.00 processing fee in addition to our agency fees, and offers expedite shipping for an additional fee.

### **How do I obtain a Florida birth certificate?**

Florida birth records less than 100 years old are confidential. Eligible applicants may request a Florida birth certificate by completing an application and mailing it to our office with valid ID and the appropriate fee. For complete ordering information and to download an application, please select Birth from the navigation pane on the left.

If you wish to place your order online or by phone with a credit card, you may contact VitalChek, our ONLY contracted vendor at [www.VitalChek.com](http://www.VitalChek.com) or 1-877-550-7330. **Please note:** The Florida Department of Health, Bureau of Vital Statistics is NOT affiliated with any other agencies offering these services.

### **How do I obtain a Florida death certificate?**

Florida death records including the cause of death information are confidential for 50 years, and may be released only to eligible applicants. Death records without the cause of death information are public record, and may be issued to any applicant. Applicants may request a Florida death certificate by completing an application and mailing it to our office with the appropriate fee. Valid ID is required when requesting cause of death information. For complete ordering information and to download an application, please select Death from the navigation pane on the left.

If you wish to place your order online or by phone with a credit card, you may contact VitalChek, our ONLY contracted vendor at [www.VitalChek.com](http://www.VitalChek.com) or 1-877-550-7330. **Please note:** The Florida Department of Health, Bureau of Vital Statistics is NOT affiliated with any other agencies offering these services.

### **How do I obtain a Florida marriage certificate?**

After the ceremony, the marriage license is returned to the Clerk of Circuit Court to be filed and recorded. The Clerk will then forward the original license to this office for permanent filing. It generally takes up to 60 days to be received by this office from the Clerk of Circuit Court. If it has been less than 60 days and immediate evidence of the marriage is required, you may contact the county Clerk of Circuit Court where the marriage license was issued. Any marriages prior to June 6, 1927 are obtainable from the Clerk of Circuit Court in the county where the marriage license was issued. Additional information on Florida Clerk of Circuit Court may be found on: [www.flclerks.com](http://www.flclerks.com).

Florida marriage certificates are public record, and may be issued to any applicant. Applicants may request a Florida marriage certificate by completing an application and mailing it to our

office with the appropriate fee. For complete ordering information and to download an application, please select “Marriage” from the navigation pane on the left.

If you wish to place your order online or by phone with a credit card, you may contact VitalChek, our ONLY contracted vendor at [www.VitalChek.com](http://www.VitalChek.com) or 1-877-550-7330. **Please note:** The Florida Department of Health, Bureau of Vital Statistics is NOT affiliated with any other agencies offering these services.

### **How do I obtain a Florida divorce or dissolution of marriage certificate?**

After a divorce or dissolution of marriage has been recorded with the Clerk of Court, the Clerk forwards a report to our office, which generally takes about 60 days. If immediate evidence of divorce or dissolution of marriage is required, please contact the Clerk of Circuit Court where the divorce or dissolution was granted. Any divorce or dissolution of marriage prior to June 6, 1927 are obtainable from the Clerk of the Court in the county where the divorce or dissolution of marriage was granted. Additional information on Florida Clerk of Circuit Court may be found on: [www.flclerks.com](http://www.flclerks.com).

The certification we issue is an abstract of information taken from the judgment, which generally contains only names and date and place of divorce. The actual judgment may be obtained from the Clerk of Court in the county where divorce or dissolution of marriage was granted. [www.flclerks.com](http://www.flclerks.com).

Florida divorce or dissolution of marriage certificates are public record, and may be issued to any applicant. Applicants may request a Florida divorce or dissolution of marriage certificate by completing an application and mailing it to our office with the appropriate fee. For complete ordering information and to download an application, please select Divorce from the navigation pane on the left.

If you wish to place your order online or by phone with a credit card, you may contact VitalChek, our ONLY contracted vendor at [www.VitalChek.com](http://www.VitalChek.com) or 1-877-550-7330. **Please note:** The Florida Department of Health, Bureau of Vital Statistics is NOT affiliated with any other agencies offering these services.

### **How do I obtain an Apostille or Exemplified certification?**

Foreign embassies or consulates often require vital record certifications to be apostilled by the Secretary of State for use abroad. The Apostille certificate issued by the Secretary of State will attest that the state registrar is the custodian of the vital records of this state as shown in the official records of the Florida Department of State. Before ordering, we urge you to contact the nearest consulate or embassy for the country in which you will be using the apostille certificate to obtain their requirements for the vital record certification.

Obtaining an Apostille certification is a **two-step process**:

1. Obtain a certification of the vital event record from our office. Applicants may request the certificate by completing an application and mailing it to our office with the proper fee. Eligibility and ID requirements apply when requesting a confidential record. For complete

ordering information and to download an application, please select Apostille from the navigation pane on the left.

2. Once you receive the certification from our office, forward it to the Florida Department of State in Tallahassee, along with their completed application and fee.  
[www.dos.myflorida.com](http://www.dos.myflorida.com)

### **How do I obtain an out of state birth certificate?**

If you were not born in the State of Florida, please visit [www.cdc.gov/nchs/w2w](http://www.cdc.gov/nchs/w2w) to obtain ordering information for another U.S. states or territory.

### **How do I obtain a birth certificate if I was born outside of the United States?**

If you were born outside of the United States and need additional information on a foreign birth record, visit the National Center for Health Statistics. [www.cdc.gov/nchs/w2w/foreign.htm](http://www.cdc.gov/nchs/w2w/foreign.htm).

### **How long does it take for you to amend my record?**

Response time for processing an amendment varies depending upon our workload at the time your request is received. Generally, an amendment is completed within two to three weeks, heavy workloads may increase response to four or six weeks. Rush processing is available for those who need assurance of faster service. Orders with a paid rush fee will be given priority over other pending work; however, no amended certificate can be issued until all required evidence, forms, applicable fees and appropriate signatures have been received and meet the criteria as established by law or in rules of the department.

### **Can I submit my amendment request with court order to a county office for processing?**

No, the bureau in Jacksonville, FL is the state repository for all Florida vital record events and is charged with the responsibility for preserving these records for archival purposes. All documents are examined by a qualified evidence technician and are subject to verification with the originating source. Once accepted, supporting documentation is linked to the record and certification of the amended record is sent to the eligible party requesting the amendment.

### **If both parents are listed on the birth certificate, do both parents need to sign the affidavit to make a correction?**

If a correction is to be made to the registrant's name and the registrant is under the age of 18, the affidavit must be signed by both parents listed on the record in the presence of a notary public. Both signatures must be notarized.

### **Can I facsimile (fax) or electronically mail (email) an application and supporting documentation?**

No. We must have original signatures and certifications. The original documents and application must be mailed to this office, along with the properly completed affidavit, fees and photocopy of identification of applicant or eligible party.

**How do I change the father's name and information on a birth record when there is already a father listed on the record?**

This office requires a certified copy of a court order specifically directing this office to remove the listed father and add the new father as determined by the court. If the child's name is to change, this may be included in the court order as well.

**I need a copy of the Acknowledgment of Paternity form that was completed to add the father to my child's birth record. How do I get a copy of this?**

This office may release the Acknowledgment of Paternity to the listed mother and father and child, if 18 years of age, upon request by completing the DH 726 Application for Florida Birth Record and attaching a note to the application form specifically requesting the Acknowledgment of Paternity. An additional fee of \$5.00 is required for this form.

**How do I amend the marital status on a death certificate from divorced to married?**

To change marital status on a death record and to add the name of a spouse, including maiden name if applicable, requires the submission of a certified copy of a court order from a court of competent jurisdiction directing this office to amend the death record listing the correct marital status and to add/remove the full name of the surviving spouse.