

# STATE OF WYOMING

## APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE

A request for a certified copy of a Birth Certificate or Paternity Form should be submitted on this form along with the fee of **\$8.00** per copy. A money order or personalized check from the person making the request should be made payable to **VITAL STATISTICS SERVICES**.

If there is NO birth record on file, you will be sent instructions for filing a Delayed Birth Certificate, and your **\$8.00** fee will be retained as a searching fee.

Enclosed is \$ \_\_\_\_\_ for \_\_\_\_\_ certified copy/copies

(Indicate how many copies of each)

\_\_\_\_\_ Legal Birth Certificate(s)

\_\_\_\_\_ Paternity Form(s) (**only if both parents have signed an affidavit acknowledging paternity**)

**WARNING** Wyoming Statute 35-1-431 states that it is a criminal violation to, willfully and knowingly, use or attempt to use a birth certificate for any purpose of deception.

## PHOTOCOPY OF CURRENT IDENTIFICATION

**Written signature must be a permanent part of the ID and attached to this application**

### Name as it Appears on the Birth Certificate

First \_\_\_\_\_

Middle \_\_\_\_\_

Last \_\_\_\_\_

Suffix \_\_\_\_\_

If this certificate could be recorded under another name, list name here; i.e., an adopted or alias name.

Date of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_

Sex -  Male  Female

Place of Birth

\_\_\_\_\_, Wyoming

Mother's Full **Maiden** Name (First, Middle, Last)

Full Name of Father or Parent (First, Middle, Last)

Signature of Applicant

X \_\_\_\_\_

Applicant Address (REQUIRED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail your request with a self-addressed, stamped envelope to:**

Vital Statistics Services  
Hathaway Building  
Cheyenne, WY 82002

## **Birth Certificate Checklist**

- Are all items complete on the birth certificate application and is the request signed?
- Is a current ID with a signature attached to the request? (i.e., your Driver's License or your passport?) If the signature is on the back, provide a copy of both the front and the back.
- The person that signed the request must provide a copy of their current ID. If the signature on the application does not match the signature on the ID or if the ID is expired, the **person making the request must have their signature notarized.**
- Is the payment of \$8.00 provided for each certified copy? We **will not accept** a 3<sup>rd</sup> Party Check [A check from someone other than the person making the request]. If you do not have a checking account, payment can also be made by money order. Money orders are available at the Post Office, U.S. Banks and most convenience stores. Funds must be drawn from a United States bank or credit union.
- Did you include your mother's maiden name? This is the name your mother had when she was born. This information will allow us to locate your record more efficiently.
- Did you include a Self-Addressed-Stamped Envelope (SASE) with your application?

Requests we receive are often sent back for missing one of the items listed above. When all of the information is provided, the processing time is greatly reduced. **You do not need to send this checklist in with your request. It is only for your information.**

Thank you for your understanding and patience,

Guy Beaudoin  
Deputy State Registrar  
Vital Statistics Services