

RIGHT TO ACCESS (Entitlement)

Certified Copies (for all official and legal business matters) may be purchased by:

Family Members	Non-Family Members
Subject named on the certificate	Legal guardian
Subject's parent(s)	Legal representative
Current spouse of the subject	Individual with court order
Child or grandchild of the subject	Agent/Agency of state/local/federal government for official purposes
Sibling(s) of the subject	Commissioner of Health & Senior Services under emergent circumstances

Specifically, entities eligible to obtain a certified copy of a vital record

- The subject of the vital record (ID proves eligibility)
- The parent of the person named on the vital record (ID proves eligibility)
- The spouse, civil union partner or domestic partner (proof of relationship must be supplied)
- If of legal age, the brother or sister of the person on the vital record, including half-brother/sister (Proof of relationship must be supplied)
- If of legal age, the children of the person named on the vital record (proof of relationship must be supplied)
- If of legal age, the grandchild of the person named on the vital record (proof of relationship must be supplied)
- The legal guardian of the individual listed on the vital record of eligible individual (proof of relationship must be supplied)
 - This includes employees of the funeral home of record – there is no time limit
- A Government agency, for official purposes (this includes municipal and county government agencies)
- Pursuant to a court order (a certified copy of the court order must be viewed)
- Individuals with custody orders are considered the legal guardian

Persons not eligible to receive a certified copy of a vital record

- Grandparents
- Aunts
- Uncles
- Cousins
- In-laws
- Ex-spouses – unless obtaining a death certificate on behalf of a minor child that was a product of the marriage
- Beneficiaries
- All other non-related individuals

Certifications (information only copies) may be obtained by individuals not eligible for certified copies only if the record qualifies as a genealogical record.

IDENTIFICATION IS REQUIRED. The following are acceptable:

Photo Identification (i.e. Driver's License) with Address
OR
Photo Identification AND additional identification with address
OR
ANY TWO OF THE FOLLOWING FORMS OF ID
Non-photo Driver's License, Vehicle Registration, Insurance ID Card, County Resident ID Card, Voter Registration Card, Passport, Immigration (green) Card, School ID Card, Utility Bill, Bank/Credit Card Statement

Please note that identification must be dated; expired identification is not acceptable. Utility bills and financial statements must be within the last 60 days.

PERSONS USING NAMES OTHER THAN THEIR BIRTH NAMES (I.E. MARRIED FEMALES USING MARRIED LAST NAME) MUST PROVIDE THE APPROPRIATE DOCUMENTATION THAT LINKS THE NAME ON THEIR ID TO THE NAME ON THE RECORD THEY ARE REQUESTING (I.E. MARRIAGE CERTIFICATE)