

**HOW TO GET A PENNSYLVANIA BIRTH CERTIFICATE**  
**From Pennsylvania Department of Health Website**  
**[www.dsf.health.state.pa.us/health](http://www.dsf.health.state.pa.us/health)**

An applicant must be **eighteen (18) years of age or older to apply** for a certified copy of his/her birth record or the record of an immediate family member. The Division of Vital Records issues only certified copies of birth with the raised seal that are acceptable for numerous uses, i.e. passport, Social Security, employment, and personal identification. Records are available for births from 1906 to the present.

**Eligible Persons Who May Request a Birth Record**

- Person named on the birth record
- Legal representative
- Immediate family members (husband; wife; parent/step-parent; brother/sister/half brother/half sister; son or daughter; stepson/stepdaughter; grandparent/great grandparent (specify maternal or paternal); grandchild/great grandchild). If the person named on the birth record is deceased, a family member who is not an "immediate family member" must submit a copy of the death certificate to be eligible to receive the birth record. A step-parent or step-child is required to submit additional documentation supporting their relationship.
- Power of Attorney: If you have been granted Power of Attorney (POA) for the person named on the record, it will be necessary to submit a notarized POA document that contains the **original** signatures of the parties involved, including the original notary's signature and seal. If you do not wish to send the original POA, you may file the original notarized POA with the Clerk of Orphans' Court division of the Court of Common Pleas (usually in the county where the person granting the power of attorney resides) to obtain a certified copy of this document issued by the court. You may then submit the certified copy of the POA document that includes the seal of the court, to our office to process your request. We will return this document to you upon completion of your request. If you cannot comply with these instructions, an eligible requestor is required to apply for this record.

**Information Required**

- Full name at birth of person named on the birth record (if name has changed since birth due to adoption, court order, or any other reason other than marriage, include changed name)
- Date of birth
- City and county of birth
- Gender of person named on birth record
- Parents' names, including mother's maiden name
- Relationship to the person
- Reason for the request (if applicable, include specific information, such as name of foreign country for which certified copy is needed, etc.)
- Applicant's signature

- Applicant's daytime telephone number, including area code
- Applicant's mailing address

### **Cost**

- \$10.00 fee per copy (Please do not send cash. Make check or money order payable to "Vital Records.")
- This fee may be waived for individuals who served or are currently serving in the Armed Forces and their dependents.

### **Online Requests can be made at this website:**

<http://www.dsf.health.state.pa.us/health/cwp/view.asp?a=168&Q=202184>

### **Obtaining Certified Copies of Birth Records by Mail Request**

- Mail requests are processed in approximately three weeks from the date of receipt.
- Include \$10.00 fee per copy. Please do not send cash. Make check or money order payable to "Vital Records." This fee will be waived for individuals who served or are currently serving in the Armed Forces and their dependents. Refer to application form for more information.
- The individual requesting the record must submit a legible copy of his or her **valid** government issued photo identification. Examples of acceptable identification are a state issued driver's license or non-driver photo ID that **verifies the eligible requestor's name and current address**. If possible, enlarge photo ID on copier by at least 150%. Photo identification will be shredded after review.
- **If you do not have acceptable photo identification, it may be necessary for an eligible requestor possessing government issued photo ID to apply for the certified copy of this birth record in your behalf.** Eligible requestors must be 18 years of age or older and includes the spouse, parent, grandparent, child, grandchild, or sibling of the individual whose birth record is being requested. If an eligible requestor is unable to apply for this record in your behalf, you may complete and submit a **Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID** with two documents verifying your current address.
- If you have been granted **Power of Attorney (POA)** for the person named on the record, submit a notarized POA document that contains the **original** signatures of the parties involved, including the original notary's signature and seal. If you do not wish to send the original POA, you may file the original notarized POA with the Clerk of Orphans' Court division of the Court of Common Pleas (usually in the county where the person granting the power of attorney resides) to obtain a certified copy of this document issued by the court. You may then submit the certified copy of the POA document that includes the seal of the court, to our office to process your request. We will return this document to you upon completion of your request. If

you cannot comply with these instructions, an eligible requestor is required to apply for this record.

- The individual requesting the record must mail the completed application form(s) with a copy of his or her photo identification, payment, and self-addressed stamped envelope to:

Division of Vital Records  
101 South Mercer Street, Room 401  
PO Box 1528  
New Castle, PA 16101

- All requests **must** be submitted on an application form and include the signature and photo ID of the individual requesting the record. To download the application form for mail requests right click and "Save Target As..." this file to your desktop then open the file from your desktop by double clicking on it.

### **Obtaining Certified Copies of Birth Records in Person**

**You may apply in person at one of the six public offices:**

#### **Erie**

Division of Vital Records  
Erie Branch Office  
1910 West 26th Street  
Erie, PA 16508-1148  
(814) 871-4261

#### **Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays.

#### **Harrisburg**

Division of Vital Records  
Room 129, Health & Welfare Building  
Harrisburg, PA 17120-0012  
(717) 772-3480

#### **Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays.

#### **New Castle**

Division of Vital Records  
Room 401, Central Building  
101 South Mercer Street  
New Castle, PA 16101  
1-877-PA-HEALTH or

(724) 656-3100

**Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays.

**Philadelphia**

Division of Vital Records

110 North 8th Street; Suite 108

Philadelphia, PA 19107-2412

(215) 560-3054

**Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday excluding State holidays.

**Pittsburgh**

Division of Vital Records

Room 512, Pittsburgh State Office Building

300 Liberty Avenue

Pittsburgh, PA 15222-1210

(412) 565-5113

**Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays.

**Scranton**

Division of Vital Records

Room 112, Scranton State Office Building

100 Lackawanna Avenue

Scranton, PA 18503-1928

(570) 963-4595

**Office Hours**

Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays.