



**REQUESTS — WHO MAY HAVE COPIES:** Wyoming is a closed record state, meaning vital records are considered confidential information and closed to the general public until one hundred (100) years after the date of birth or fifty (50) years after the date of marriage, divorce, or death. Generally, only those listed on the record are entitled to receive certified copies, though there are exceptions. Please refer to our website for more information on possible exceptions. Individuals entitled to received certified copies of vital records are as follows:

<p><b>Birth Certificates:</b></p> <ul style="list-style-type: none"> <li>• Registrant (child named on record), if of legal age (18 years or older)</li> <li>• Either parent named on the certificate</li> <li>• Lawyer representing either the registrant or the parent(s) *</li> <li>• Legal guardian with certified copy of the guardianship papers (obtained from a Court) *</li> <li>• Unemancipated Minor with signed affidavit *</li> </ul>	<p><b>Marriage / Divorce Certificates:</b></p> <ul style="list-style-type: none"> <li>• Either party named on the certificate</li> <li>• Lawyer representing either party *</li> </ul>	<p><b>Death Certificates:</b></p> <ul style="list-style-type: none"> <li>• Immediate family members (parent, current spouse, child)</li> <li>• Lawyer representing the immediate family *</li> <li>• A bank, executor of the estate, insurance company, or anyone requiring a certificate to pay a policy or death benefit on the decedent *</li> <li>• In some cases, individuals or organizations may be authorized to obtain a certificate when determining a personal or property right *</li> </ul>
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\* The applicant must demonstrate the requirement for the certificate

**GENEALOGY REQUESTS:** Written verifications of a record may be issued for genealogical research if the record requested is a closed record. In order to obtain a verification of a closed record, the requestor must provide evidence that the individual(s) listed on the record are deceased (provide copies of death certificates) as well as documentation showing how the requestor is related to the person listed on the record (through copies of birth and marriage records). Verifications are a redacted version of the full record and may not contain all the information available on the original.

**IDENTIFICATION REQUIRED:** The requestor must include a photocopy of a valid government issued picture identification that includes a permanent signature with their request. IDs less than 60 days expired are still acceptable. *The validity of the identification submitted is determined by Vital Statistics Services.* A notarized signature on the front of this form may take the place of an ID. Please refer to our website for more information on possible exceptions.

**Accepted Government Issued IDs:**

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|--------------------|-----------------|--|
| • Driver's License | • Passport Card | • Retired or Dependent Military ID       |
| • State ID Card    | • Tribal ID     | • U.S. Concealed Weapons Permit          |
| • Passport         | • Consular Card | • State or Federal Prison Corrections ID |

**DESCRIPTION OF CERTIFIED COPIES:** Standard certified copies of vital records are computer generated (abstracts) and are acceptable for all legal purposes including but not limited to: Government Agencies (Department of Motor Vehicles, Passport, etc.), Insurance Companies, and Educational Institutions.

**SUBMITTING THE REQUEST:** Mail this completed form to the address listed on the front. Ensure you have signed the request, attached a photocopy of your identification, included a payment in the correct amount to cover the cost of your request(s), and provided a **SELF-ADDRESSED STAMPED ENVELOPE** to mail the records requested to you. Checks or money orders should be made payable to Vital Statistics Services. The check must be bank-personalized and on the **account of the person making the request.** Cash is also accepted but not recommended. *If your request requires the Excessive Copies Form (4 or more certificates requested in a lifetime) please be sure to include this form as well.*

Fees – Certified Copies	Fees	# of Copies	Sub-total Cost
Birth, Marriage, Divorce, Stillbirth	\$25.00		
Death - First Copy (per request)	\$25.00		
Death - Each Additional Copy	\$20.00		
Death Search – Per 5 years searched. Fee covers one certified copy if found	\$35.00		
Search - For every five (5) years searched. Fee covers one certified copy if found.	\$30.00		
Photocopy of a Certificate	\$30.00		
Adoption; Court Ordered Change, Correction or Amendment; Court Order of Paternity	\$55.00		
Corrections (not involving a court ordered action)	\$20.00		
Affidavit Acknowledging Paternity	\$25.00		
Replacement Certificate Following a Correction	\$15.00		
Self Addressed Stamped Envelope <input type="checkbox"/>	Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/>	<b>Total</b>	