

# How to Obtain Vital Records

A vital record is typically defined as a record of birth, adoption, marriage, divorce, or death. Vital records are established and maintained by the government (City, County or State) in the jurisdiction where the event took place.

## How to Obtain a Vital Record

The Centers for Disease Control and Prevention (CDC) maintains a website with a directory of U.S. States and Territories vital records offices to assist in locating vital records. The website can be found at <https://www.cdc.gov/nchs/w2w.htm>.

## How to Obtain a Court Record

Sometimes, court records may be needed to verify a dependent, such as letters of guardianship. Court records may be obtained directly from the issuing court. Please note you may be required to present positive proof of identification and relationship when requesting a court record.

## How to Obtain Tax Transcripts

Visit the IRS website at <https://www.irs.gov> and use the Get a Transcript tool. You can get transcripts online or get the transcript by mail. To request a transcript by phone, call 1-800-908-9946 and follow the prompts.

## Document Services

Several document services are available. For a fee, the document service will request (with your permission) a copy of the document from the issuing jurisdiction. In many cases, documents can be obtained in just a few days. One such service is VitalChek Express Certificate Service. Please note that no firm associated with this project has any interest in VitalChek or any other document service, and we make no guarantee that any document service will be able to provide the information that you are requesting.

## Authorized Copy vs. Informational Copy

Some State laws limit who may receive an authorized copy of a record. Authorized copies are restricted to the registrant (person named on the record), to the parent/legal guardian of the registrant, and certain other family members. The statement on an informational copy will read [Informational, not a valid document to establish identity]. An informational copy WILL BE SUITABLE for the dependent eligibility verification.

## Copies Only – No Originals Needed

We encourage you to submit ONLY COPIES of documents needed for dependent verification. Do not submit original documents as they cannot be returned. You may redact (black out) any information not needed for the dependent verification purposes, such as financial figures, account numbers, Social Security numbers, maiden names, etc.

## Still have questions?

Please call the Dependent Eligibility Center at 1-866-691-6551. Monday through Thursday, 8:00 AM to 7:00 PM (Eastern Time). Friday, 08:00 AM to 5:00 PM (Eastern Time).