

# *Transitioning Offenders Program*®

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## **Out-of-State Vital Statistics Offices**

### **Ordering your birth certificate**

To obtain a copy of your birth certificate in the United States, write or go to the vital statistics office in the state or area where the event occurred. To ensure that you receive a quick and accurate record upon your request, follow these steps

- Make your letters concise and to the point.
- Don't include more than 1 or 2 requests at a time and be careful not to write confusing details of your family history.
- Type or print all names and addresses in your letter.
- Provide complete information about each individual and event for which you need documents.
- Include all names, nicknames and alternate spellings that were used. List dates and types of events as completely and accurately as possible. If you don't know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years. Always provide a self addressed stamped envelope.

#### Be sure to include the following information:

- |  |   |
|--|---|
| 1. Father's name   | 7. Date of request  |
| 2. Relationship to party<br>(self - if you are looking for your own)           | 8. Full name<br>(last name in all capital letters)                                |
| 3. The purpose for which the record is needed                                  | 9. Sex  |
| 4. Requestor's name and address  | 10. Date of birth   |
| 5. Requestor's driver's license number and state<br>(some counties require it) | 11. Place of birth<br>(city or town, county, state and name of hospital if known) |
| 6. Requestor's signature   | 12. Mother's maiden name  |

The addresses and phone numbers of the state vital records contact offices are listed on the reverse side of this sheet. You may call or write them for vital document. If you write, ask your counselor or case manager for assistance. You should also include a letter from your case manager or counselor indicating who you are or who you claim to be, and the purpose for requesting the record.

When your certificate arrives, it will be held in your central file at the institution you are residing at. They will give it to you upon release or send it to Work Release when you transfer there.



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31811 Pacific Highway S Ste B#472 Federal Way, WA 98003

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## VITAL STATISTICS OFFICES

(Birth Certificates etc...)

<p><b>Alabama Vital Records</b></p> <p>P.O. Box 5625 Montgomery AL 36103 Phone: (334) 206-5418</p>	<p><b>Alaska Bureau of Vital Statistics</b></p> <p>5441 Commercial Blvd. Juneau AK 99801 (907) 465-3391</p>	<p><b>American Samoa-American Samoa Government</b></p> <p>Pago Pago AS 96799 (684) 633-1406</p>	<p><b>Arizona Office of Vital Records</b></p> <p>P.O. Box 3887 Phoenix AZ 85030 (888) 816-5907 Toll Free</p>
<p><b>Arkansas Department of Health Vital Records H-44</b></p> <p>4815 West Markham Little Rock AR 72205 (866) 209-9482 Toll Free</p>	<p><b>California Department of Health Services</b></p> <p>P.O. Box 997410 Sacramento CA 95899 (916) 445-2684</p>	<p><b>Canada Vital Statistics Agency</b></p> <p>P.O. Box 9657, STN PROV GOVT Victoria BC V8W 9P3 (888) 876-1633 Toll Free</p>	<p><b>Canal Zone Vital Records Section - Passport Svc.</b></p> <p>111 19th St. NW Ste 510 Washington DC, 20522-1705 (202) 955-0307</p>
<p><b>Colorado Vital Records Office</b></p> <p>4300 Cherry Creek Dr. South HSRVD-VR-A1 Denver CO 80246-1530 (303) 692-2200</p>	<p><b>Connecticut Health Department of Vital Records</b></p> <p>410 Capitol Ave MS#11VRS Hartford CT 06106 (860) 509-8000</p>	<p><b>Delaware Office of Vital Statistics</b></p> <p>417 Federal Street Dover DE 19903 (877) 888-0248</p>	<p><b>District of Columbia Vital Records Office</b></p> <p>825 N. Capitol St. NE Washington DC 20002 (202) 671-5000</p>
<p><b>Florida Office of Vital Statistics</b></p> <p>P.O. Box 210 Jacksonville FL 32231-0042 (877) 550-7330</p>	<p><b>Georgia Department of Health Office of Vital Statistics</b></p> <p>2600 Skyland Drive NE Atlanta GA 30319-3640 (404) 679-4701</p>	<p><b>Guam Office of Vital Statistics-Government of Guam</b></p> <p>123 Chalan Kareta Mangilao, Guam 96913 (671) 735-7292</p>	<p><b>Hawaii State Department of Health Vital Statistics</b></p> <p>P.O. Box 3378 Honolulu HI 96801 (808) 586-4533</p>
<p><b>Idaho Bureau of Vital Records and Health Statistics</b></p> <p>P.O. Box 83720 Boise ID 83720 (800) 926-2588 Toll Free</p>	<p><b>Illinois Department of Public Health Division of Vital Statistics</b></p> <p>605 W. Jefferson Springfield IL 62702-5097 (217) 782-6553</p>	<p><b>Indiana Vital Records Department</b></p> <p>PO Box 7125 Indianapolis IN 46204 (317) 233-2700</p>	<p><b>Iowa Department of Public Health Lucas Office Bldg, 1st Floor</b></p> <p>321 East 12th St. Des Moines IA 50319-0075 (515) 281-4944</p>
<p><b>Kansas Office of Vital Statistics</b></p> <p>1000 SW Jackson Ste. 120 Topeka KS 66612-2221 (785) 296-1400</p>	<p><b>Kentucky Office of Vital Statistics</b></p> <p>275 East Main Street 1E-A Frankfort KY 40621-0001 (502) 564-4212</p>	<p><b>Louisiana Vital Records Registry</b></p> <p>P.O. Box 60630 New Orleans LA 70160 (504) 568-5152</p>	<p><b>Maine Office of Vital Records</b></p> <p>244 Water Street - 11 State House Station Augusta ME 04333-0011 (207) 287-3181</p>
<p><b>Maryland Division of Vital Records</b></p> <p>P.O. Box 68760 Baltimore MD 21215 (410) 260-6400</p>	<p><b>Massachusetts Registry of Vital Statistics</b></p> <p>150 Mount Vernon Street, 1st Floor Dorchester MA 02125-3105 (617) 727-2816</p>	<p><b>Michigan Vital Records Request</b></p> <p>P.O. Box 30721 Lansing MI 48913 (517) 335-8656</p>	<p><b>Minnesota Department of Health</b></p> <p>P.O. Box 64499 Minneapolis, MN 55440 (612) 676-5120</p>
<p><b>Mississippi Vital Records, State Department of Health</b></p> <p>P.O. Box 1700 Jackson MS 39215 (601) 576-7981</p>	<p><b>Missouri Bureau of Vital Records</b></p> <p>P.O. Box 570 Jefferson City MO 65102 (573) 751-6387</p>	<p><b>Montana Office of Vital Statistics</b></p> <p>P.O. Box 4210 Helena MT 59604 (800) 877-1946 Toll Free</p>	<p><b>Nebraska Health and Human Services System</b></p> <p>P.O. Box 95065 Lincoln NE 68509 (402) 471-2871</p>
<p><b>Nevada Office of Vital Statistics</b></p> <p>4150 Technology Way, Ste. 104 Carson City NV 89706 (775) 684-4280</p>	<p><b>New Hampshire Division of Vital Records</b></p> <p>71 South Fruit St. Concord NH 03301-6508 (603) 271-4650</p>	<p><b>New Jersey State Department of Health and Senior Services</b></p> <p>P.O. Box 370 Trenton NJ 08625 (609) 292-6260</p>	<p><b>New Mexico Vital Records</b></p> <p>P.O. Box 26110 Santa Fe NM 87502 (866) 534-0051</p>
<p><b>New York Certification Unit-Vital Records Section</b></p> <p>800 North Pearl Street Menands NY 12204 (518) 474-3075</p>	<p><b>New York City Department of Health</b></p> <p>125 Worth Street / CN4 Room 133 New York NY 10013-4090 (212) 639-9675</p>	<p><b>North Carolina Vital Records</b></p> <p>1903 Mail Service Center Raleigh NC 27699-1903 (919) 733-3000</p>	<p><b>North Dakota Division of Vital Records</b></p> <p>600 East Boulevard Avenue Dpt. 301 Bismark ND 58505-0200 (701) 328-2360</p>
<p><b>Northern Mariana Islands Vital Statistics Section</b></p> <p>P.O. Box 500409 Saipan MP 96950 (670) 236-8717</p>	<p><b>Ohio Department of Health</b></p> <p>246 North High Street, 1st Floor Columbus OH 43216 (877) 767-6446</p>	<p><b>Oklahoma Vital Records Service</b></p> <p>1000 NE 10th Street Oklahoma City OK 73117 (405) 271-4040</p>	<p><b>Oregon Vital Records</b></p> <p>P.O. Box 14050 Portland OR 97293-0050 (503) 373-0701</p>
<p><b>Pennsylvania Division of Vital Records</b></p> <p>P.O. Box 1528 New Castle PA 16101 (877) PA-HEALTH Toll Free</p>	<p><b>Philippines (NSO)</b></p> <p>Sta. Mesa, Manila PH 1008</p>	<p><b>Puerto Rico Department of Health</b></p> <p>P.O. Box 11854 San Juan PR 00910 (787) 767-9120</p>	<p><b>Rhode Island Department of Health</b></p> <p>3 Capitol Hill, Room 101 Providence RI 02908-5097 (401) 222-2811 (401) 222-5960</p>
<p><b>South Carolina Office of Vital Records</b></p> <p>2600 Bull Street Columbia SC 29201 (803) 898-3630</p>	<p><b>South Dakota Vital Records, Department of Health</b></p> <p>207 East Missouri Ave., Ste 1A Pierre SD 57501-2536 (605) 773-4961</p>	<p><b>Tennessee Vital Records</b></p> <p>421 5th Ave North Nashville TN 37247 (615) 741-1763</p>	<p><b>Texas Bureau of Vital Statistics, Department of Health</b></p> <p>P.O. Box 12040 Austin TX 78711-2040 (888) 963-7111 Toll Free</p>
<p><b>Utah Office of Vital Records and Statistics</b></p> <p>P.O. Box 141012 Salt Lake City UT 84114-1012 (801) 538-6105</p>	<p><b>Vermont Department of Health</b></p> <p>P.O. Box 70 Burlington VT 05402-0070 (802) 863-7275</p>	<p><b>Virginia Department of Health</b></p> <p>P.O. Box 1000 Richmond VA 23218-1000 (804) 662-6200</p>	<p><b>Virgin Islands Department of Health</b></p> <p>Charles Harwood Memorial Hospital St. Croix VI 00820 (340) 774-9000 exe. 4685 or 4686</p>
<p><b>Washington Department of Health-Center for Health Statistics</b></p> <p>P.O. Box 7814 Olympia WA 98507-7814 (360) 236-4300</p>	<p><b>West Virginia Vital Registration, Division of Health</b></p> <p>Room 165, 350 Capitol Street Charleston WV 25301-3701 (304) 558-2931</p>	<p><b>Wisconsin Vital Records Office</b></p> <p>P.O. Box 309 Madison WI 53701-0309 (608) 266-1371</p>	<p><b>Wyoming Vital Records Services</b></p> <p>Hathaway Bldg. Cheyenne WY 82002 (307) 777-7591</p>