

# HOW TO: Apply for a Missouri Birth Certificate



## Who Can Get a Copy of a MO Birth Certificate?

- People who are part of the close family. Examples include parents, siblings, or children.
- Professionals who have permission to act for someone, such as a lawyer, doctor, or funeral director. They need to have a letter signed and verified by a notary to show they can do this.
- A person's mom or dad, or someone who is legally responsible for a child.
- A step-parent can be considered if they can prove their connection to the child.
- A father can be included if his name is on the document or if he can show he has legal custody or guardianship of the child.

## Types of Birth Certificates

- Short Form (abstract): This is the traditional looking copy that will satisfy most birth certificate purposes such as obtaining a driver's license, school registration, personal identification, to notify social security, and other legal purposes.
- Long Form (original): This contains additional information such as a time of birth. This document is typically not required for most purposes where a birth certificate is needed.

## Acceptable Primary Documents

One of the following documents is needed to obtain a Missouri birth certificate:

- State issued driver's license
- State issued ID that includes a photograph and date of birth
- U.S. military ID card that includes a photograph
- School ID or document with applicant's name, photograph, and date of school year
- Work ID that includes the applicant's name, photograph, and company name

## Acceptable Alternative Documents

If the individual lacks one of the primary documents listed above, they have the option to utilize two of the following documents. These documents must contain the name of the individual and the name of the issuing institution.

- Letter from a government or social agency
- School yearbook
- W-2 form issued within the last year and a signed Social Security card
- Social Security card or printout of Social Security account activities
- Court certified adoption papers that include adopted parents' names

(continued on next page)



- Official deed or title to property
- Certificate of vehicle title or registration
- Proof of auto insurance
- Insurance policy such as health, home, or life insurance
- A non-handwritten payroll stub that includes a Social Security number
- Military discharge document DD-214
- Cancelled check that shows the name, address, and signature of the individual as well as the name of the issuing institution
- Utility bills that shows the name and address of applicant
- Shelter name band that includes the name of the shelter

## How and Where to Apply

Applications can be submitted through different methods, including online, by phone, in person, or by mail. Applying in the county of birth is an option, but knowing the City/County of birth is not necessary if the full name of one parent is available.

### Online and Phone Applications

VitalChek accepts online and phone applications. Fees charged are based on the county from which a individual is requesting the document.

- Phone: 877-817-7363
- Online: [VitalChek](#)

### In Person Applications

Print and fill out this [application](#), then submit it at a local [Public Health Agency](#).

A birth certificate can be obtained at any local public health agency if the birth was registered with the state.

An application can also be submitted at the Bureau of Vital Records in Jefferson City. This method requires an appointment, and can be obtained by calling 573-751-6387 or visiting the office at 930 Wildwood Drive, Jefferson City, MO 65109.

### Mail in Applications

When mailing in an application, one must enclose a self-addressed stamped return envelope, all required documents, including a signed and notarized application. Applications should be mailed to Bureau of Vital Records at 930 Wildwood Dr., Jefferson City, MO 65109.

## Fee

The fee for obtaining a MO Birth Certificate is \$15. A check or money order made out to Missouri Department of Health and Senior Services will be accepted, as well as cash. Some locations will also accept credit and debit payments.



## Information Needed to Apply

- Applicant's full name as it appears on birth certificate
- Any other name the birth could be listed under
- Full date of birth
- Place of birth, include city, county, and state (city and county are not needed if you have the full name of at least one parent)
- Hospital, if applicable
- Mother's full maiden name
- Father's full name

## Questions?

**Email:** [Vital Records](#)

**Phone:** (573) 751-6387

**In person:** At your [local Public Health Agency](#) or the Vital Records Bureau in Jefferson City located at 930 Wildwood Drive, Jefferson City, MO 65109



## Print List

1. "How to: Apply for a Missouri Birth Certificate" Guide
2. [Paper Application](#)

## Full Links/Reference (in order of appearance)

### Page 2

VitalChek:

[https://www.vitalchek.com/v/vital-records/missouri/missouri-department-of-health-and-senior-services?click\\_id=574209386282024962&ppc=0](https://www.vitalchek.com/v/vital-records/missouri/missouri-department-of-health-and-senior-services?click_id=574209386282024962&ppc=0)

Application for Missouri Vital Record:

<https://health.mo.gov/data/vitalrecords/pdf/birthdeath.pdf>

Directory of Local Public Health Agencies:

<https://health.mo.gov/living/lpha/lphas.php>

### Page 3

Email Vital records:

<mailto:vitalrecordsinfo@health.mo.gov>

Directory of Local Public Health Agencies:

<https://health.mo.gov/living/lpha/lphas.php>

