

## Ordering Instructions

### What information do I need to apply for a Birth or Death Certificate?

For **births** ([click here for application](#)):

- Child's full name
- Child's date of birth
- Place of Birth (Washington State only)
- Father's full name, if it appears on the record
- Mother's full maiden name
- Name, address and phone number of person applying

NOTE: You have **ONE YEAR** from date on certificate to receive a free exchange due to a correction being made.

For **deaths** ([click here for application](#)):

- Deceased's name
- Date of death
- Place of death
- Name, address and phone number of person applying

### How much does it cost?

Click here for [2010 fee schedule](#)

### How do I order a Birth or Death certificate?

Please complete the application and deliver it to the Office of Vital records in person, by mail, or by fax.

Click here for [birth certificate](#) application

Click here for [death certificate](#) application

**Ordering in person** takes about five minutes and is on a first come, first serve basis. Completing the Order Form prior to your visit will save time.

### How do I order by mail?

**Mail orders are mailed back to the requestor within two business days.** Fill out the order form and mail with the appropriate fee to:

Tacoma-Pierce County Health Department  
Vital Records  
3629 South D Street, MS 012  
Tacoma, WA 98418-6813

### How do I order by phone or fax?

Phone: (253) 798-6418  
Fax: (253) 798-6560

Please have the following information available when ordering a certificate by phone or fax:

1. Visa or MasterCard
2. Credit card number, expiration date and security code
3. Credit card billing address
4. Person's name on the credit card
5. Address where the certificate is being sent. No PO Boxes or APO addresses for overnight delivery

**NOTE: There is an additional \$15 service fee (includes regular mail), plus the cost of shipping when ordering by phone, Internet or fax.**

### Can I order it online?

The Health Department does not accept online orders. However, you may process online requests through an independent company that we have partnered with; order online using [VitalCheck website](#). Vitalchek accepts all major credit cards.

**NOTE: There is an additional \$15 service fee (includes regular mail), plus the cost of shipping when ordering online.**