

FAQ's: Birth Certificates:

Q. Can I get a copy of a birth certificate?

A. Yes. You can get a copy of any birth certificate of someone who was born in Burlington or if the mother was residing in Burlington at the time of birth. You can come into the Clerk's office anytime between the hours of 8:00am and 4:30pm, Monday-Friday (we are closed for all Federal and State Holidays).

Q. Can I request a copy of a birth certificate online?

A. No. You may come into the Clerk's office during the above hours. If you are unable to come into the Clerk's Office, you can mail in the [request form](#) and simply follow the directions at the top of the page. We do not need your Social Security number to find the record A certified copy (raised seal) of a birth certificate is \$10.00 per copy and \$2.00 for a regular copy (no raised seal). Cash or check only-the Clerk's office does not have a credit/debit card machine. Checks can be made payable to the City of Burlington. Once we receive the request it can take anywhere from 2-3 business days to return the certificate to you.

Q. What if I need my certificate immediately?

A. If you are unable to come in, the quickest way is to request to have the [request form](#) overnighted to our office and enclose a pre-stamped overnight envelope so that we can mail it back to you overnight (**must be pre-stamped, the Clerk's office will not pay to have it overnighted back to you**). You can contact your local post office for more information.

Q. Do I need an ID to get a birth certificate?

A. No. Birth certificates are public documents; no ID is required to receive a copy of the certificate.

Q. What if I'm looking for a birth certificate of someone who was not born in Burlington?

A. If the person was not born in Burlington, you must contact the town in which the person was born to receive a copy of the certificate. If you're unsure of what town they were born in, you may also contact the [State of Vermont](#) to obtain any birth record of someone who was born in any town in Vermont; you can contact them at (802) 828-3286 for vital records over 5 years or (802) 863-7275 within 5 years of the event

Q. I noticed a mistake on the birth certificate, how can I go about getting this corrected?

A. In most cases, if it is within 6 months of the actual birth you can contact the Clerk's office at (802) 865-7000 or fill out the [Correction Form](#) and mail to 149 Church Street, Burlington, VT Attn: Vital Records. If it is after 6 months, you will need to contact [Probate Court](#) on 175 Main Street, or call them at (802) 651-1518. Changes to a child's last name or a parents last name also require a probate court order even if it's within 6 months of the date of birth.

Q. How do I add a parent name to a birth certificate?

A. The Clerk's office cannot add or remove parental names from a birth certificate, but if you would like to add a parent to a birth certificate you can fill out the [State of Vermont Voluntary Acknowledgement of](#)

[Parentage Form](#) and mail it to the [State Department of Health](#) at 108 Cherry Street, P.O. Box 70 Burlington, VT 05401.

* More questions about birth records? Feel free to contact the Clerk's office at (802) 865-7000.