



# Vital Documents: Replacing and Obtaining

How to Obtain/Replace: Birth Certificates, Social Security Cards, and IDs.



@pyninc

# Birth Certificate

How to Get One



@pyninc

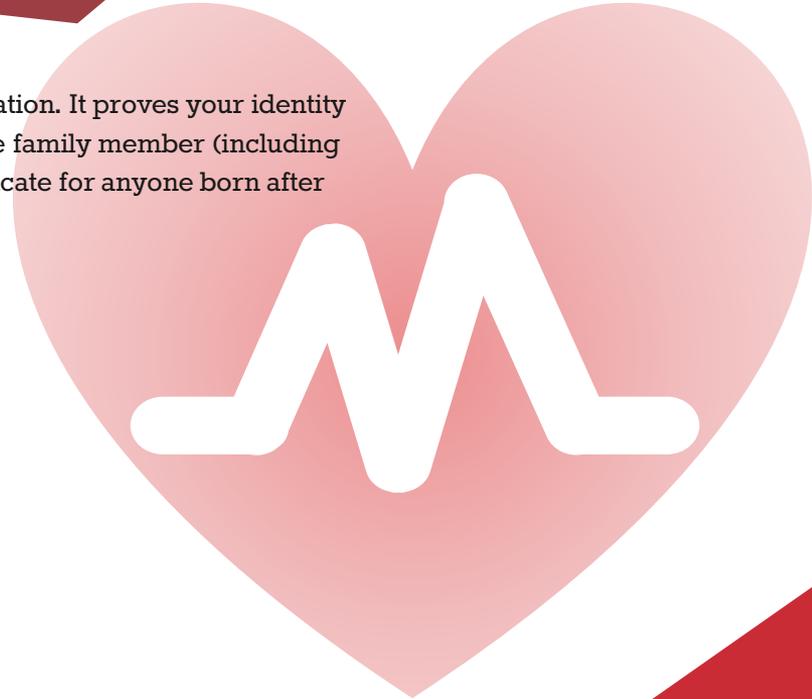
# Birth Certificate



As a U.S. citizen, your birth certificate may be your most important form of identification. It proves your identity and age. Only you (the person who needs it), a parent/legal guardian, an immediate family member (including grandparents), an attorney or legal representative can order a copy of a birth certificate for anyone born after 1906. You'll need it for life events such as:

- ◆ Applying for government benefits
- ◆ Enrolling in school or sports activities
- ◆ Obtaining a driver's license or passport
- ◆ Joining the military
- ◆ Claiming pension or insurance benefits

If you need a copy, where you were born will determine how to get it.



@pyninc

# Birth Certificate: PA Contact/Payment Info



## ◆ In-person: (Mon - Fri 8:00am - 4:00pm)

Philadelphia Division of Vital Records

110 N Eighth Street, Ste. 108

Philadelphia, PA 19107

## ◆ Mailing Address:

Division of Vital Records

P.O. Box 1528

New Castle, PA 16103

(724) 656-3100 or (844) 228-3516 (toll free)

## \*IMPORTANT PAYMENT INFORMATION\*

Copies of birth certificates are \$20 each. All in-person public office transactions and all mailed applications require payment via check or money order made payable to "VITAL RECORDS" for the exact amount. The fee may be waived if the applicant is related to or an armed forces member (legal spouse or dependent child only). No other relatives of the armed forces member are eligible for the waiver. Cash is **NOT** accepted. If cash is mailed with your application, it will be returned, causing additional delays.



@pyninc

# BIRTH CERTIFICATE: Online Ordering



For customers who wish to use a credit card, the Division of Vital Records has recognized the VitalChekNetwork as the only authorized vendor.

NOTE: If you order through another internet vendor and experience a problem in obtaining information, you will need to contact that vendor directly for resolution. If you believe an internet vendor's website provides inaccurate information about our services or fees, you may wish to consider contacting the consumer protection office in the Pennsylvania Attorney General's office or the consumer protection agency in the state where you reside or the state where the vendor is located.

- ◆ Take advantage of fast, convenient internet ordering seven days a week, 24 hours a day.
- ◆ All major credit cards are accepted.
- ◆ Check for the most up-to-date processing information.
- ◆ Delivery options may incur additional fees, based on customer selection.
- ◆ Additional transaction fees apply for both births and deaths (in addition to standard certificate fees).
- ◆ ID - Proof of requestor's identity is required.
- ◆ The status of an online request cannot be verified until after two business days from the date the request was submitted, but the *estimated processing time is 1 week.*



@pyninc

# BIRTH CERTIFICATE: Online Ordering (Continued)



Online ordering is available for most requests. If the reason for your request does not appear in the online ordering drop-down box options, you are not eligible to order the certificate online. If you cannot apply via online ordering, you can order by mail, telephone, or in person. The fee can be waived for armed forces members and their relatives; however processing and shipping fees will apply.

Exceptions include:

- ◆ time of birth added to the certified copy;
- ◆ birth occurred in another country and was registered in Pennsylvania;
- ◆ certificate requested for genealogy purposes;
- ◆ Fetal Death Certificate; and
- ◆ Certificate of Birth Resulting in Stillbirth.

Online Ordering Disclaimer: Credit card transactions are not handled directly by the Department of Health but are transacted through a third party. Any third party must meet Department of Health criteria. The requestor's use of a credit card constitutes a transaction between the requestor and the third party, and it is not a transaction between the requestor using a credit card and the department. The requestor, in utilizing a credit card, specifically agrees that the department shall not be liable to requestor, cardholder, or anyone else in regard to requestor's submission or use of a credit card to pay for services or goods provided by the department.



@pyninc

# BIRTH CERTIFICATE: Online Ordering



Completed and signed applications with ID and payment should be mailed to the Division of Vital Records, P.O. Box 1528, New Castle, PA 16103. The fee may be waived for birth certificates if the person applying is an armed forces member or related to the armed forces member.

- ◆ **ID** - Include a legible photocopy of the individual's (person requesting the correction) valid government-issued photo ID verifying the name and current mailing address. Examples include a state-issued driver's license or non-driver photo ID. Expired IDs cannot be accepted. If the address has been changed, include copy of the update card. If possible, enlarge photo ID on copier by at least 150 percent. If you do not have acceptable photo identification, you may submit a completed Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID with two acceptable documents verifying current address.
- ◆ **PAYMENT** - Include a check or money order made out to **VITAL RECORDS** for the exact amount of your order. Cash or credit cards are not accepted for mail and in-person orders. If cash is submitted with your application, it will be returned causing additional delays.

Include a valid email address to receive an email acknowledgement that your application was received.



@pyninc

# BIRTH CERTIFICATE: Order by Telephone



- Call **866-712-8238** for fast, convenient ordering seven days a week, 24 hours a day.
- All major credit cards are accepted. Have your card ready when you place your call.
- Delivery options may incur additional fees, based on customer selection.
- Additional transaction fees apply.
- Have birth certificate information ready when you call. Refer to birth certificate application for pertinent information.
- ID - Proof of requestor's identity is required.
- The status of a telephone request cannot be verified until after two business days from the date the request was submitted.

Telephone ordering is available for most requests. If telephone ordering is not available for your specific reason, please apply by mail or in person.



@pyninc

# BIRTH CERTIFICATE: Order in Person



Visit one of the public offices located throughout the state. Office hours at all locations are Monday-Friday from 8 a.m. to 4 p.m. (closed on state holidays).

A Birth Certificate Application is available at each location or you can complete the online form or print an application prior to visiting an office.

- ◆ ID - Bring a legible photocopy of your valid government-issued photo ID that verifies your name and current mailing address. Examples include a state-issued driver's license or non-driver photo ID. **Expired IDs cannot be accepted.** If the address has been changed, bring a copy of the updated card. If you do not have acceptable photo identification, an eligible requestor possessing a valid government-issued photo ID may apply; otherwise you may bring a completed Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID along with two acceptable documents verifying your current address.
- ◆ PAYMENT - Bring a check or money order made out to VITAL RECORDS for the exact amount of your order. NO cash or credit cards will be accepted.

The estimated processing times vary based on the individual office and current order volume, but usually it takes *about 2 weeks* to receive the certificate.



@pyninc

# Social Security Card

The Purpose of Having One and Getting One Replaced



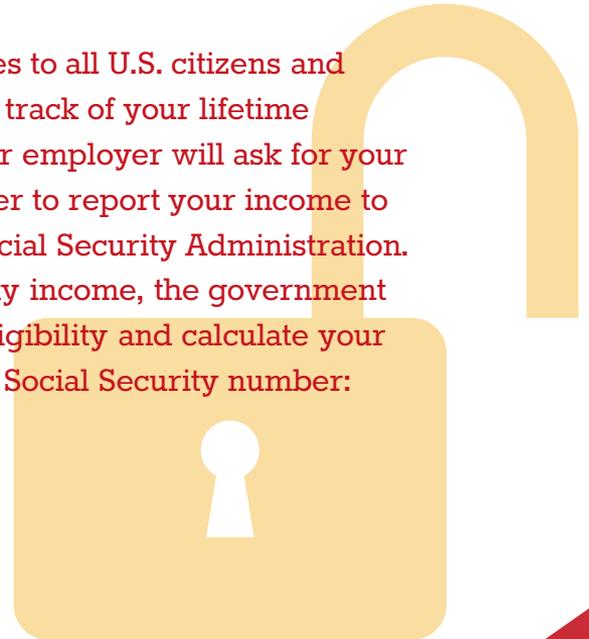
@pyninc

# Social Security Card



A Social Security number (SSN) is a nine-digit number that the U.S. government issues to all U.S. citizens and eligible U.S. residents who apply for one. The government uses this number to keep track of your lifetime earnings and the number of years worked. Anytime you get hired for a new job, your employer will ask for your Social Security number. Your employer's accounting department will use this number to report your income to the Internal Revenue Service (IRS) and to report your Social Security wages to the Social Security Administration. When the time comes to retire, or if you ever need to receive Social Security disability income, the government uses the information about your contributions to Social Security to determine your eligibility and calculate your benefit payments. Here are some other scenarios where you'll need to provide your Social Security number:

- ◆ Opening a bank account
- ◆ Applying for a student loan
- ◆ When applying for certain types of public assistance
- ◆ Applying for a passport or driver's license
- ◆ Filing your tax return



# Replacement Card for a US Born Adult



You can replace your Social Security card for free if it is lost or stolen. However, you may not need to get a replacement card. Knowing your number is what is important. You are limited to three replacement cards in a year and 10 during your lifetime. Legal name changes and other exceptions do not count toward these limits. For example, changes in immigration status that require card updates may not count toward these limits. Also, you may not be affected by these limits if you can prove you need the card to prevent a significant hardship.

**NOTE** – You must present original documents or copies certified by the agency that issued them. The Social Security Administration does not accept photocopies or notarized copies. ALL documents must be current (not expired). Social Security does not accept receipts showing you applied for the document.



## CITIZENSHIP

Social Security only accepts certain documents as proof of U.S. citizenship. That includes a U.S. birth certificate or a U.S. passport.



## IDENTITY

Social Security will only accept certain documents as proof of identity. An acceptable document must be current and show your name, identifying information (date of birth or age) and preferably a recent photograph. As an example, Social Security must see your:

- U.S. driver's license, State issued non-driver identification card or U.S. passport.

If you do not have one of these specific documents or you cannot get a replacement for one of them within 10 days, Social Security will ask to see other documents. Any documents submitted, including the following, must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph:

- Employee ID, School ID, Health insurance card (not a Medicare card) or U.S. military identification card.

**NOTE** – The Social Security Administration may use one document for two purposes. For example, they may use your U.S. passport as proof of both citizenship and identity. However, you MUST provide at least two separate documents.



@pyninc

# Replacement Card for a US Born Child



You can replace your child's Social Security card for free if it is lost or stolen. You are limited to three replacement cards in a year and 10 during a lifetime. Legal name changes and other exceptions do not count toward these limits. For example, changes in immigration status that require card updates may not count toward these limits. Also, you may not be affected by these limits if you can prove you need the card to prevent a significant hardship.

**NOTE** – You must present original documents or copies certified by the agency that issued them. The Social Security Administration does not accept photocopies or notarized copies. ALL documents must be current (not expired). Social Security does not accept receipts showing you applied for the document.

## ◆ CITIZENSHIP

If you have not already established the child's U.S citizenship with Social Security, they will need to see proof of U.S. citizenship. Social Security will only accept certain documents as proof of U.S. citizenship. That includes a U.S. birth certificate or U.S. passport. The documentation is only required if your child has NOT already established citizenship.



@pyninc

# Replacement Card for a US Born Child (Continued)



## IDENTITY

**YOUR CHILD:** While you can use a birth certificate to prove age or citizenship, you cannot use it as proof of identity. Social Security needs evidence that shows the child continues to exist beyond the date of birth. Social Security can accept only certain documents as proof of your child's identity. An acceptable document must show your child's name, identifying information (i.e., age, date of birth, or parents' names) and preferably a recent photograph. They generally will accept a non-photo identity document if it has enough information to identify the child (such as the child's name and age, date of birth or parents' names). They prefer to see the child's U.S. passport. If that document is not available, they may accept the child's:

- State Issued non-drivers identification card; Adoption decree; Doctor, clinic or hospital record; Religious record; School daycare center record, or school ID.

**YOU:** Social Security must also see proof of identity. An acceptable document must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph. For example, as proof of identity Social Security must see your:

- U.S. driver's license; State issued non-driver identification card or U.S. passport.

If you do not have one of these specific documents or you cannot get a replacement for one of them within 10 days, Social Security will ask to see other documents. Any documents submitted, including the following, must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph:

- Employee ID card; School ID; Health insurance card (not a Medicare card) or U.S. military ID.

If you are not a U.S. citizen, Social Security will ask to see a current DHS document. Acceptable documents include:

- ◆ I-551 Permanent Resident Card;
- ◆ I-94 Arrival/Departure Records with unexpired foreign passport or admission stamp in the unexpired foreign passport, or
- ◆ I-766 Employment Authorization Document, (EAD, work permit) from DHS.



@pyninc

# Driver's License/Non-Driver's ID

Make Sure You Have All the Documents You Need



@pyninc

# Driver's License/Non-Driver's ID Cost



Applicants pay a one-time fee of **\$30**, plus a renewal fee (current renewal fee is **\$30.50** for a four-year non-commercial driver's license or a photo ID). The expiration date of an initial ID will include any time remaining on a current license or ID.

This expiration date structure means that you won't "lose" time that has already been paid for. After the initial REAL ID product (driver's/non-driver's) expires, an applicant will pay no additional fee, beyond regular renewal fees, to renew a REAL ID product.



@pyninc



# Driver's License/Non-Driver's ID

## ◆ PROOF OF IDENTITY

You will need to provide **ONE** document proving your identity and your lawful status in the United States when applying for a Driver's License or Non-Driver's ID. The most common documents you can use to prove your identity are:

- Certified copy of a birth certificate with a raised/embossed seal
- A valid, unexpired U.S Passport or Passport Card
- Certificate of U.S. Citizenship (USCIS Form N-560 or Form N-561)
- Certificate of Naturalization issued by DHS (Form N-550 or N-570)
- Unexpired EAD (Employment Authorization Card) issued by DHS
- Valid, Unexpired Permanent Resident Card (Green Card) issued by DHS or INS
- Unexpired foreign passport with a valid unexpired US visa with proof of Permanent Residence

NOTE – Some non-US Citizens may be required to provide additional documentation



@pyninc

# Driver's License/Non-Driver's ID (Continued)



## ◆ PROOF OF SOCIAL SECURITY NUMBER

You **MUST** present your social security card when applying and your card **MUST** be an original.

- Social Security Card

## ◆ PROOF OF PENNSYLVANIA RESIDENCY

You will need to provide **TWO** documents to prove your Pennsylvania residency when applying for a license/non-driver's ID. You can decide which residency documents you will bring to the Driver License Center from the following:

- Current or unexpired PA driver's license or photo ID
- PA vehicle registration card
- Auto insurance card
- A computer-generated utility bill showing your name and address ( cell bill, cable, electric or gas)
- Post-marked mail/package labels through USPS, UPS, FedEx, etc.
- A W-2 form/pay stub
- Lease agreement or mortgage documents



@pyninc

# Driver's License/Non-Driver's ID (Continued)



## ◆ PROOF OF LEGAL NAME, DATE OF BIRTH AND/OR GENDER DESIGNATION CHANGE (if applicable)

If your current legal name, date of birth, or gender designation is different from the information on your birth certificate or legal status document, you **MUST** show legal proof of the change. **Please note: If you are using a passport as your proof of identity and your passport reflects your current name, YOU DO NOT NEED TO SHOW PROOF OF NAME CHANGE.**

For a **name or date of birth change**, acceptable documents include:

- Certified marriage certificate(s), for each marriage to track name changes, issued by the county court (Clerk of Orphans Court, Register of Wills, etc.) in which the license was issued
- Court order(s) approving a change of legal name or date of birth
- Original or certified copy of an amended birth certificate showing a change of name

For a **gender designation change**, acceptable documents include:

- A certified, amended birth certificate with a raised seal
- A completed DL-32 form

