



## INSTRUCTIONS

Please submit the following:

1. **Completed, notarized application** TO THE DISTRICT WHERE THE BIRTH OCCURRED.  

Virgin Islands Department of Health St. Thomas/St. John District Office of Vital Records and Statistics 1303 Hospital Ground, Suite 10 St. Thomas, VI 00802.	or	Virgin Islands Department of Health St. Croix District Office of Vital Records and Statistics 3500 Estate Richmond St. Croix, VI 00820.
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2. **Photocopy of your valid, picture identification document** such as your driver's license, passport, military identification card, permanent resident card, state issued identification card, employee identification card, or school identification card.
3. Certified copy of court/appointment document if applying as legal representative or legal guardian.
4. **United States Postal Money Order in the amount of \$15.00**, made payable to the Virgin Islands Department of Health. (NO PERSONAL CHECKS WILL BE ACCEPTED)
5. **Stamped envelope in the amount of \$5.60 for return by certified mail or \$18.30 for return by express mail.** ~~\$5.60~~ ~~\$18.30~~ **\$6.48** **\$23.75**  
**\$6.65 for return by priority mail**

## INFORMATION

- **Submittal of an incomplete application will delay processing.**
- If a record is not found, a certified "No record found" letter will be issued.
- Walk-in Service is available between 8:30 A.M. and 3:00 P.M. at the following locations:

Virgin Islands Department of Health  
John Moorehead Complex, Hospital Ground  
(located directly behind Lionel Roberts Stadium)  
St. Thomas, VI                      Tel#: (340) 774-9000 ext. 4685.

Virgin Islands Department of Health  
Charles Harwood Memorial Complex  
3500 Estate Richmond, Christiansted  
St. Croix, VI                      Tel#: ~~(340) 773-1311 ext. 3086.~~  
**(340) 718-1311 ext. 3688**

Virgin Islands Department of Health  
Morris F. De Castro Clinic  
B and C Strand Street, Cruz Bay  
St. John, VI                      Tel#: (340) 776-6400 ext. 6014.