

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.

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. **\$6.99** For Return by Priority Mail
\$24.70
\$10.20 For Return by Priority with Certified

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.