

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 card, military identification card, permanent resident card, TWIC card, valid voter's card, state issued identification card, or senior citizen's card.
3. Certified copy of court/appointment document if applying as legal representative or legal guardian.
4. Person given permission from person listed on the record (must provide notarized statement by person on record or authorized applicant).
5. 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)
6. Court Order amendments is an additional fee of **\$30.00**.
7. A returned stamped envelope must be sent with the application and must have the returned address to return the Birth Certificate(s).
SEE POSTAL CARRIER FOR RATES
(U.S. PRIORITY OR EXPRESS MAIL, FEDEX, DHL, UPS)
8. Submittal of an incomplete application will delay processing.
9. If a record is not found, a certified "No Record Found" letter will be issued.
10. **If an application is incomplete and applicant is unreachable by phone, a "Missing Information" letter will be issued. It is very important to provide all required information on the application.**

CONTACT INFORMATION

Virgin Islands Department of Health
Office of Vital Records and Statistics
St. Thomas, VI
Tel#: (340) 774-9000
Ext. 4686/4685/4683

Virgin Islands Department of Health
Office of Vital Records and Statistics
St. Croix, VI
Tel#: (340) 718-1311
Ext. 3846/3827/3688/3622/3687
Cell#: (340) 643-6302

Virgin Islands Department of Health
Office of Vital Records and Statistics
St. John, VI
Tel#: (340) 776-6400
Ext. 6014