



SOUTH CAROLINA
DEPARTMENT OF
PUBLIC HEALTH

Vital Records Non-Certified Pre-Adoptive Birth Application
 A photocopy of a current government, school or employer photo identification of the
applicant must be submitted with all requests.
 Applications without proper identification will be returned unprocessed.

All applications will be processed as a mail request. While the Agency will diligently search its files for an adoption record that matches the request, it does not warrant, promise, or guarantee that it will be able to locate an adoption record that matches the information provided in this request. If a record is issued, one parent's information may be redacted in the event a consent form, notarized statement, or death certification was not received for both parties. If a record is issued, it MAY NOT be used for legal purposes.

Name of applicant: _____ Day phone number: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Note: Mail from Vital Records will not be forwarded by the USPS.

By signing this application, I understand that making a false application for a vital record is a felony under state law.

Signature of applicant: _____

CURRENT INFORMATION ON BIRTH CERTIFICATE:

Full name: _____
First Middle Last Suffix

Other names used (not married names): _____

Date of birth: _____ Sex: _____ City of birth: _____ County of birth: _____

Name of adoptive mother/parent prior to first marriage: _____
First Middle Last

Name of adoptive father/parent prior to first marriage: _____
First Middle Last

Mother/parent state or foreign country of birth: _____ Father/parent state or foreign country of birth: _____

Number of children born in SC to this mother/parent? _____

ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:

Date of adoption: _____

Full name on original, pre-adoptive birth record: _____
First Middle Last Suffix

Name of birth mother/parent prior to first marriage: _____
First Middle Last

Name of birth father/parent prior to first marriage: _____
First Middle Last

FEES

SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The required search fee includes one (1) copy of the original birth certificate, if record is located, and the \$15 special filing fee is applied for handling of the sealed adoption file. The fees for this request are non-refundable. Additional copies purchased at the same time are \$3 each. Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DPH.

Required Search Fee and Special Filing Fee (Non-refundable; includes one copy if found)	\$27.00	\$27.00
Each additional copy	x \$ 3.00	_____
Number of additional copies		

Total fees submitted: _____

Send completed application to: SC DPH - Vital Records Section, P.O. Box 2046, West Columbia, SC 29171
Along with completed application, be sure to include payment and photocopy of proper identification.

OFFICE USE ONLY SFN: _____

SC DEPARTMENT OF PUBLIC HEALTH
Vital Statistics
Vital Records Non-Certified Pre-Adoptive Birth Application – 4019-ENG-DPH

PURPOSE: In accordance with South Carolina Law 44-63-140, an applicant is entitled to request their original birth certificate if they were adopted.

AUDIENCE: An adopted person requesting their original birth certificate and any additional information that may be contained within the sealed adoption file.

INSTRUCTIONS:

Instructions for completing each item are self-explanatory or embedded within the form. Applicants are instructed to complete each blank.

ADDITIONAL INFORMATION:

Turnaround Time – The usual turnaround time for mail requests is approximately four (4) weeks from the date of receipt. If it has been more than that since you submitted your request, please call 803-898-3630 to determine the status.

Identification – A valid/current government, school or employer issued photo identification document of the applicant is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

- Any United States' DMV Office issued picture identification, i.e., Driver's License, ID card, Learner's Permit (unexpired)
- Current school or employer picture identification card
- Military card (unexpired, active duty or retired member)
- United States Passport (unexpired)
- Foreign Passport (unexpired)
- Re-Entry Permit (I-327, unexpired)
- Refuge Travel Document (form I-571, unexpired)
- United States Citizen Identification Card (form I-197)
- Temporary Resident Card (form I-688, unexpired)
- Permanent Resident Card (form I-551, unexpired)
- Weapon or gun permit issued by federal, state, or municipal government (unexpired)

Payment – Acceptable methods of payment for mail requests are money order or cashier's check made payable to SC DPH.

Website – Additional information can be obtained from the website <https://dph.sc.gov/public/vital-records>

OFFICE MECHANICS AND FILING: Completed applications will be maintained for three years then destroyed under retention schedule 17996.