City:	consent form from a biological parent grants release of the birth certificate. All applications will be processes will diligently search its files for an adoption record that matches the request, it does not warrant, promise, an adoption record that matches the information provided in this request. If a record is issued, it <u>MAY NOT Name of applicant:</u>	d as a mail request. While the Agency or guarantee that it will be able to locate be used for legal purposes. ne number: 
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 locat an adoption record that matches the information provided in this request. If a record is issued, it <u>MAY NOT</u> be used for legal purposes.         Name of applicant:       Day phone number:         Walling Address:       Zip code:         Email address:       Zip code:         State:       Zip code:         State:       Zip code:         Email address:       State:         Volt: Mail from Vital Records will not be forwarded by the USPS.       Sy spining this application, I understand that making a false application for a vital record is a felony under state law.         Signature of applicant:       Councer the state of applicant:         CURRENT INFORMATION ON BIRTH CERTIFICATE:       Full         Full name:       City of birth:         Tota       Sex:       City of birth:         State:       Sex:       City of birth:         Vame of adoptive father/parent prior to first marriage:       Mode       Last         Name of adoptive father/parent prior to first marriage:       Mode       Last         Name of doptive father/parent prior to first marriage:       Mode       Last         Name of didrib born in SC to this mother/parent?       Mode       Last         Dothich father/parent prior to first mariage:	will diligently search its files for an adoption record that matches the request, it does not warrant, promise, an adoption record that matches the information provided in this request. If a record is issued, it <u>MAY NOT</u> Name of applicant:	or guarantee that it will be able to locate be used for legal purposes. ne number:
an adoption record that matches the information provided in this request. If a record is issued, it <u>MAY NOT</u> be used for legal purposes.          Name of applicant:	an adoption record that matches the information provided in this request. If a record is issued, it <u>MAY NOT</u> Name of applicant: Day pho   Mailing Address:	be used for legal purposes. ne number:
Day phone number:       Day phone number:         Wailing Address:	Name of applicant:       Day pho         Mailing Address:	ne number: Zip code: y under state law.
Mailing Address:	Mailing Address:	_ Zip code: <u>v</u> under state law.
City:	City:State: Email address:	<u>y</u> under state law.
Email address:	Email address:	<u>y</u> under state law.
Email address:	Email address:	<u>y</u> under state law.
By signing this application, I understand that making a false application for a vital record is a felony under state law. Signature of applicant:	By signing this application, I understand that making a false application for a vital record is a felony.         Signature of applicant:	Suffix
Signature of applicant:	Signature of applicant:	Suffix
CURRENT INFORMATION ON BIRTH CERTIFICATE: Full name: First Midde Last Suffix Dther names used (not married names): Date of birth: Sex: City of birth: County of birth: First Midde Last Wame of adoptive mother/parent prior to first marriage: First Midde Last Worder County of birth: County of birth: County of birth: First Midde Last County of birth: First Midde Last County of birth: First Midde Last County of birth: County of birt	CURRENT INFORMATION ON BIRTH CERTIFICATE:         Full name:	Suffix
Full name:       First       Middle       Last       Suffix         Date of birth:	Full name:       First       Middle       Last         Other names used (not married names):	
Full name:       First       Middle       Last       Suffix         Date of birth:	Full name:       First       Middle       Last         Other names used (not married names):	
Other names used (not married names):	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         Wother/parent state or foreign country of birth:       First       Middle       Last         Number of children born in SC to this mother/parent?       Date of adoption:	Date of birth:	
Name of adoptive mother/parent prior to first marriage:       First       Middle       Last         Year of adoptive father/parent prior to first marriage:       First       Middle       Last         Wother/parent state or foreign country of birth:	Name of adoptive mother/parent prior to first marriage:	
First       Middle       Last         Vame of adoptive father/parent prior to first marriage:	First       Middle         Name of adoptive father/parent prior to first marriage:	ty of birth:
First       Middle       Last         Vame of adoptive father/parent prior to first marriage:	First       Middle         Name of adoptive father/parent prior to first marriage:	
First       Middle       Last         Mother/parent state or foreign country of birth:	First       Middle         Mother/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         Name of birth mother/parent prior to first marriage:         First       Middle         Name of birth father/parent prior to first marriage:         First       Middle         Name of birth father/parent prior to first marriage:         First       Middle         Last         SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.         Required Search Fee (Non-refundable, Includes one copy if found)       \$12.00         Stach additional copy       \$12.00         Number of additional copies       \$12.00         Total fees submitted:	Number of children born in SC to this mother/parent?       Date         ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:       Date         Full name on original, pre-adoptive birth record:       Middle         Name of birth mother/parent prior to first marriage:       Middle         First       Middle         Name of birth father/parent prior to first marriage:       Middle	
ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:   ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:   Full name on original, pre-adoptive birth record:   First   First   Name of birth mother/parent prior to first marriage:   First   First   Name of birth father/parent prior to first marriage:   First   First   Middle   Last   First First Middle Last FEES SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC. Required Search Fee (Non-refundable, Includes one copy if found)	ADDITIONAL PRE-ADOPTIVE INFORMATION, IF KNOWN:       Date         Full name on original, pre-adoptive birth record:	country of birth:
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 \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.       \$12.00       \$12.00         Required Search Fee (Non-refundable, Includes one copy if found)	Full name on original, pre-adoptive birth record:	
First       Middle       Last       Suffix         Name of birth mother/parent prior to first marriage:	First     Middle       Name of birth mother/parent prior to first marriage:	e of adoption:
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 \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.       \$12.00       \$12.00         Required Search Fee (Non-refundable, Includes one copy if found)       \$12.00       \$12.00       \$12.00         Number of additional copies       X \$ 3.00       X       \$3.00       \$12.00         Send completed application to:       SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201       Along with completed application, be sure to include payment and photocopy of proper identification.	Name of birth mother/parent prior to first marriage:	Leet Outfor
First       Middle       Last         Name of birth father/parent prior to first marriage:	First Middle Name of birth father/parent prior to first marriage:	Last Suttix
First       Middle       Last         FEES         SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.         Required Search Fee (Non-refundable, Includes one copy if found)       \$12.00	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 \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.         Required Search Fee (Non-refundable, Includes one copy if found)       \$12.00       \$12.00       \$12.00         Each additional copy       \$12.00       \$12.00       \$12.00       \$12.00         Number of additional copy       \$12.00       \$12.00       \$12.00       \$12.00         Send completed application to:       SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201       Along with completed application, be sure to include payment and photocopy of proper identification.		Last
SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee ncludes one (1) copy of the original birth certificate, if record is located. 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 DHEC.         Required Search Fee (Non-refundable, Includes one copy if found)       \$12.00       \$12.00       \$12.00         Each additional copy		
Each additional copy x \$ 3.00 Number of additional copies Total fees submitted: Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201 Along with completed application, be sure to include payment and photocopy of proper identification.	SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-re	
Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201 Along with completed application, be sure to include payment and photocopy of proper identification.	Each additional copy	x \$ 3.00
Along with completed application, be sure to include payment and photocopy of proper identification.		
	Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201	Total fees submitted:
OFFICE USE ONLY SFN:		

## Vital Records Non-Certified Pre-Adoptive Birth Application Instructions and Additional Information

**TURNAROUND TIME** – The usual turnaround time for "mail" requests is approximately 2 - 4 weeks from the date of receipt. If it has been more than four (4) weeks since you submitted your request call (803) 898-3630 to determine the status.

**IDENTIFICATION** – A valid/current government, school or employer issued photo identification document of the <u>applicant</u> 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:

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

Website - www.dhec.sc.gov/vr provides additional information on SC Vital Records.

PAYMENT - Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC.

**SEARCH FEE** – A \$12 "search fee" is required by SC Law Section 44-63-110. **The \$12 search fee is non-refundable.** The required search fee includes one (1) copy of the original birth certificate, if record is located. Additional copies of the same record ordered at the same time are \$3 each.