



How to Obtain a Birth Certificate in Your State

If you've recently had a baby, you must initiate a "Birth of a Child" life event in [SPS Workday](#) as part of the benefits enrollment process. **The State of Maryland also allows 60 days to submit your newborn's birth certificate for health coverage.** If you are approaching this deadline, consider obtaining the birth certificate in person to avoid delays.

Delaware

Method of Obtaining a Birth Certificate	Details
In-Person (Order at these locations)	Available Monday – Friday, 8:00 AM – 4:00 PM New Castle County: 258 Chapman Road, Newark, DE 19702 (302) 283-7130 Kent County (Central Office): 417 Federal St., Dover, DE 19901 (302) 744-4549 Sussex County: 546 S. Bedford St., Georgetown, DE 19947 (302) 515-3190

Maryland

Method of Obtaining a Birth Certificate	Details
In-Person (By Appointment Only)	Location: Division of Vital Records (Lobby open by appointment only) 6764-B Reisterstown Rd Plaza, Baltimore, MD 21215
By Mail	Birth certificates can be ordered by mail. Send your application and payment to: the Division of Vital Records, P.O. Box 68760, Baltimore, MD 21215
Local Health Departments	Birth certificates are available at many local health departments. Find your nearest location: Maryland Health Department

Pennsylvania

Method of Obtaining a Birth Certificate	Details
Online Orders	Available 24/7 via Pennsylvania's only authorized vendor. Order Online: (Additional \$10 processing fee applies)
Same-Day Service (Vital Records Offices)	Available for applications received by 2:30 PM. Locations: • Erie • Harrisburg • New Castle • Philadelphia • Pittsburgh • Scranton

Virginia

Method of Obtaining a Birth Certificate	Details
In-Person (Richmond, Virginia)	Location: First Market Bank Building, 2001 Maywill Street, Richmond, VA 23230 Phone: (804) 662-6200
VitalChek	Order online or by phone at (877) 572-6333 (option 2) <i>Additional fees apply</i>
Department of Motor Vehicles (DMV)	Certified copies are available at full-service DMV locations
By Mail	Submit an Application for Certification of a Vital Record to: Mailing Address: P.O. Box 1000, Richmond, VA 23218

Washington, D.C.

Method of Obtaining a Birth Certificate	Details
In-Person (DC Vital Records)	Location: 2201 Shannon Place SE, Washington, DC 20020 Walk-up Service Hours: - Monday & Tuesday: 9 AM – 1 PM - Wednesday: 9 AM – 3:30 PM - Thursday & Friday: 9 AM – 1 PM Certificates Available: Birth, Death, and Domestic Partnership Certificates
Service Wait Times	Check the service wait times at DC Vital Records Wait Times

West Virginia

Method of Obtaining a Birth Certificate	Details
In-Person	Location: Vital Registration Office, 350 Capitol Street, Room 165, Charleston, WV 25301 Walk-in Service Available (Allow 15-minute wait time) Fee: \$12 per copy (Cash, Check, or Money Order Only – No credit cards)
By Mail	Mail Requests: Take 5-15 business days. Submit an application, a copy of ID, and payment to: Location: Vital Registration Office, 350 Capitol Street, Room 165, Charleston, WV 25301
By Phone/Online	VitalChek (Authorized Vendor): Phone: (877) 448-3953 Online: Order Here

If you are close to the 60-day deadline for submitting a birth certificate to the State of Maryland, visiting an in-person location may be the fastest way to secure a copy