



222 Rutherford Street, Greenville, South Carolina 29609 | (864) 546-5089 | southcarolina@rootandrebound.org

Obtaining an ID & Birth Certificate

You are eligible to receive an identification card (ID) if all the following are true:

- You do not have a valid South Carolina driver's license or beginner's permit,
- You live in the state, and
- You can provide documents that prove your identity to get an ID.

Original ID cards and renewals are FREE for people who are over the age of 17.

In order to obtain a SC ID card, you must

- Complete the Application for an ID (attached to this form),
- Provide your Social Security number on the application,
- Provide proof of all legal name changes (if applicable),
- Provide proof of your current South Carolina address, and
 - If you would like a REAL ID card, which allows you to board planes or enter a secure federal facility, you will need to show two (2) proofs of address.
 - If you do not want a REAL ID card that will not allow you to board planes or enter a secure federal facility but will still allow you to vote, access hospital care, enter a non-secured federal facility like a post office, receive federal benefits, or participate in law enforcement investigations or proceedings, then you will only need (1) proof of address.
- Provide an original birth certificate.

If your name has been changed since birth, you have two options:

- Provide a valid unexpired US Passport or US Passport Card in your current legal name as your identity document, or
- Provide the legal document(s) of your name change(s) linking your name on your identity document to your present-day name (an example of this document would be an adoption certificate, a marriage certificate or license, certificate of naturalization, or a court ordered name change).



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The following are allowed as proof of a South Carolina address:	
The following may be dated whenever:	The following may not be more than 90 days old:
Unexpired SC beginner's permit, driver's license, ID, or vehicle registration	Utility bill
Unexpired SC concealed weapons permit; fishing/hunting licenses or boat/jet ski registrations	Financial statements: credit card or bank statement or signed letter on bank letterhead
Voter registration card	Home mortgage monthly statement or deed
County tax bill or property tax receipt for your vehicle or home	Insurance documentation from a company licensed to do business in SC
State or federal tax records	Current letter of employment or payroll stub/statement from a SC or out-of-state employer
School records (must be from a SC school, college, or university from the current or prior school year)	US Postal Service letter or item delivered by the US Post Office
Social security check or annual statement	Parolee letter from parole officer
*If you do NOT have a physical address, the SCDMV will accept a letter from the director of a SC social welfare institution such as a homeless shelter, battered women's shelter, halfway house, group home, or orphanage stating on their letterhead that you are a resident of the facility.	

For instructions on how to obtain a birth certificate, please see our 'Obtaining a Birth Certificate' one pager.

*Please note that you do NOT have driving privileges if you have an ID. If you wish to have driving privileges, then you must obtain a driver's license. Additionally, when you are issued a SC ID card, any driver's licenses and ID cards previously issued by another state will be invalid.



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Obtaining a Birth Certificate

In order to get an ID, you must provide proof of US Citizenship or Proof of Identity. You can do this by submitting the following:

- A birth certificate,
- An unexpired US Passport or US Passport Card,
- Certificate of US Naturalization,
- US government issues Consular Report of Birth Abroad, or
- Certificate of Citizenship.

If you need a copy of your birth certificate, there are many ways to request a copy:

- Online:
 - Visit <https://www.vitalchek.com>. VitalChek will ask for your current legal name, the state and city you were born in, your date of birth, and the reason you are getting a birth certificate. If you correctly fill out this information, you will not be asked to submit a copy of a valid government, school, or employer issued photo ID. If you incorrectly submit the information, you will be asked to upload a valid ID.
 - The cost to request a birth certificate through this manner is \$28.75. Fees must be paid using a major credit/debit card.
- By phone:
 - Call 1-877-284-1008. You will be asked to provide information about your state issued ID.
 - The cost to request a birth certificate through this manner is \$30.50.
- In person:
 - Visit DHEC State Vital Records Office at 2600 Bull St., Columbia, SC 29601. You must provide a completed application form (attached to this document) and a copy of a valid government, school, or employer issued ID.
 - The cost to request a birth certificate through this manner is \$15.00.
- By mail:
 - Complete an application form (attached to this document), provide a valid copy of a government, school, or employer issued photo ID, and \$12.00.



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Mail requests to DHEC Vital Records at 2600 Bull St., Columbia, SC 29601.

- The cost to request a birth certificate through this manner is \$12.00.
- By drop-off:
 - Complete an application form (attached to this document), \$12.00, and a valid government, school, or employer-issued photo ID.
 - The cost to request a birth certificate through this manner is \$12.00.

The following information is needed to apply for a birth certificate:

- Full name of the parent whose birth certificate is being requested
- Date of birth
- County or city of birth
- Mother/parent's full name before she married
- Father/parent's full name (if listed on the certificate)
- Signature of the person requesting the birth certificate and their current mailing address
- The relationship between the person named on the birth certificate and the person requesting the certified copy
- The full name and complete mailing address of the person to whom the certificate is to be mailed, and the area code and daytime telephone number of the person requesting the certificate.

If you are unable to request a copy of your birth certificate due to lack of a state-issued ID, a birth parent may request a copy of your birth certificate, or you can seek legal representation in order to obtain a copy.



South Carolina Department of Motor Vehicles United States Citizens' Checklist

MV-93
(Rev. 02/2021)

You must choose whether you want to get a REAL ID or not. A REAL ID card will have a gold star on it and can be used to board airplanes or enter secure federal facilities. Without a REAL ID, you must have another federally approved identification, such as a valid US Passport or military ID, and show it to pass security at airports nationwide or enter secure federal facilities. You do not need a REAL ID beginner's permit, driver's license, or identification card (ID) to do any of the following: drive; vote; access hospital care; enter non-secured federal facilities such as a post office; receive federal benefits for which you're entitled (Social Security Administration, Veterans Affairs); or participate in law enforcement investigations or proceedings. Regardless of what choice you make, the cost of a South Carolina REAL ID is the same as a beginner's permit, license, or ID that is not a REAL ID.

These requirements are for someone who is applying for a first-time SC beginner's permit, driver's license, or ID; or was previously licensed in SC and is returning after being issued a license or ID in another state; or when a beginner's permit, license, or ID has been expired for more than nine months. If you previously held an SC card, you will not need to provide your identity and SSN documents again if a copy of those documents can be located in SCDMV's files, but you are required to provide at least one updated document with your current address. Please use this checklist as a reference.

- A. You must surrender any driver's license, beginner's/learner's permit, or ID issued by another state. If a non-commercial license or ID was lost or stolen, you must provide a certified copy of your driving record from the state that issued the driver's license, beginner's permit, or ID. However, a CDL holder must get a replacement license from his state of record and surrender it to SC.
- B. You must provide the **name of your automobile liability insurance company** that is licensed to do business in SC (not required for a beginner's permit or ID). This information is subject to electronic verification. *SC Code Section 56-1-80(C)*
- C. You must provide your **social security number (SSN)** which will be electronically verified with the Social Security Administration (SSA). The SSN, date of birth and legal name on your application must match the SSA file. *6 CFR Section 37.11(e); SC Code Section 56-1-90*
- D. You must provide the following **original** (not photocopies) documents unless otherwise stated. All documents are subject to verification. This list is subject to change at the SCDMV's discretion. Documents that are not in English must be translated by a qualified translator. The translator must have a letter of verification from their employer on letterhead qualifying them as a translator. The translation must be made on the Translation Document (SCDMV form 4030).
 - 1. **Proof of SC address.** *6 CFR Section 37.11(f); SC Code Sections 56-1-40(7), -80(3)*
 - 2. **Proof of US citizenship/proof of identity, date and place of birth.** *6 CFR Section 37.11(c), (d); SC Code Sections 56-1-40(7), -80, -90*
 - 3. **Legal documents supporting name change(s), if applicable.** See specific requirements below. *6 CFR Section 37.11(c)*

1. Proof of SC Address must show your name and current SC address of residence (not PO Box). Below are two options you have based on the number of proof of address documents you provide.

- **Two proofs of address** are required if you are interested in getting a REAL ID beginner's permit, driver's license, or identification card. You MUST provide two items from the categories listed below and each item should be from a different organization. Both proofs of address must show the same address.
- **Only one proof of address** is required if you prefer to have a beginner's permit, license, or ID that has "NOT FOR FEDERAL IDENTIFICATION" printed across the front of it. You will not be issued a REAL ID.

- a) **Unexpired SC beginner's permit, driver's license, ID, or vehicle registration:** must show your current residential address or your updated address must be on file within the SCDMV's system if it is not reflected on your credential.
- b) **Unexpired SC Concealed Weapons Permit (CWP); Fishing/hunting licenses or boat/jet ski registrations** (Department of Natural Resources products).
- c) **Voter registration card; County tax bill or property tax receipt for your vehicle or home** (current or preceding calendar year) Must be mailed to your SC address.
- d) **State or federal tax records** Income tax returns for current or prior year are acceptable including electronic tax file, W-2 Form, or Form 1095-B Health [insurance] Coverage. You must be listed as a primary tax payer or dependent.
- e) **School records** – must be from an SC school, college or university unless otherwise noted (current or prior school year).
 - Report card (must show your name and current SC address)
 - Letter or contract from Home Schooling Association.
 - Official letter from your school or school district on school or district letterhead (must indicate enrollment period).
 - Transcript (SC school, college or university).
 - Out-of-state or in-state tuition bill or receipt of student loan.
 - Letter from an out-of-state boarding school or a professional career development institute indicating that you live in SC and attend school out-of-state.
- f) **Social security check or annual statement.**

If presenting one of the following items, it cannot be more than 90 DAYS OLD.

- g) **Utility bill, payment receipt, or approved application for services at your current SC residence** (mailed to your SC address, not an out-of-state address): may be a water, sewer, gas and electricity, cable/satellite TV, internet, cell phone, or telephone bill.
- h) **Financial statements: credit card or bank statement or signed letter on bank letterhead:** must also show your name and SC physical address as the account holder.
- i) **Home mortgage monthly statement or deed.**
- j) **Insurance documentation from a company licensed to do business in SC:**
 - Automobile or life insurance bill or payment receipt (cards or policies are not accepted).
 - Health insurance statement, payment receipt, explanation of benefits (cards or policies are not accepted).
 - Homeowner's insurance policy, payment receipt, or bill.
- k) **Current letter of employment or payroll stub/statement from an SC or out-of-state employer.**

- l) **US Postal Service letter or item delivered by the US Post Office:**
 - Change of address confirmation letter or postmarked US mail with forwarding address label must contain your first and last name, state and zip code.
 - Any postmarked mail showing your name and delivered by the US Post Office to your current address such as: personal letters, or magazines (not advertisements).
- m) **Parolee letter from parole officer.**
- n) **Letter from director of SC social welfare institution** (such as a homeless shelter, battered women's shelter, halfway house, group home, orphanage) stating you are a resident of the facility.
- o) **Other documents issued by federal/state/municipal government.**

2. Proof of US Citizenship/Proof of Identity and Date of Birth - You must provide one of the following:

- a) **Birth certificate** with birth/file, book, volume, page or tracking number and registrar's signature issued by the county or the Vital Records Office.
 - Birth certificate from US territory (must be translated if not in English) American Samoa, Guam, Northern Mariana Islands, Puerto Rico (issued after June 30, 2010), and the US Virgin Islands.
 - Delayed birth certificate. If your birth certificate was not issued at time of birth, you can apply for your birth certificate from the Vital Records Office.
- b) **Unexpired US Passport or US Passport Card.**
- c) **Certificate of US Naturalization** - USCIS Form (N-550 or N-570).
- d) **US government issued Consular Report of Birth Abroad.**
- e) **Certificate of Citizenship** (N-560 or N-561).

If your birth certificate shows that you were not born in the United States, you must also provide an additional document from the above list to prove US citizenship.

3. Legal Documents Supporting Name Change(s)

- If your name has changed since birth, you have two options:
- a) Provide a valid unexpired US Passport or US Passport Card in your current legal name as your identity document instead of the other documents listed in #2 above.
 - b) Provide the legal document(s) of your name change(s) linking your name on your identity document (see #2 above) to your present day name. These are examples of legal documents that might support a legal name change: adoption records, copy of marriage certificate or license issued by state/county records office, certificate of naturalization, and court ordered name change. A divorce decree can be used as a name change document if there is a section where the judge ordered your name to be changed.

Records are available for SC marriages between July 1950 and December 2014 at the Vital Records Offices. Contact the probate court that originally issued the marriage license if married before or after these dates.

Your name must be updated with the Social Security Administration (SSA) first because the SCDMV is required to verify that your name matches SSA's files before issuing a credential.

You have one opportunity at the time of marriage to change your middle and/or last name. You may not change your name again to a different variation of the married name without a court order.

If you are from a US territory, you must successfully complete the vision, knowledge, and skills tests when applying for commercial driver's licenses.



South Carolina Department of Motor Vehicles

Application for Beginner's Permit, Driver's License, or Identification Card

447-NC
06/2022

Complete this form for Non-Commercial Class Licenses or Permits: D, E, F, G, or M
Commercial Customers must complete Form 447-CDL for Class A, B, or C Licenses or Permits

South Carolina and federal law dictates that motor vehicle and driver's license records maintained by the SCDMV may be disclosed in certain situations. For further details on the disclosure of personal information and the types of information disclosed, go to the SCDMV website www.scdmvonline.com/Privacy.

NOTICE: Renew your non-commercial driver's license online at www.scdmvonline.com.

STEP 1 - TYPE OF CARD Commercial driver's license holders and international customers are not eligible to renew online.

A. What type of card do you want? (Check one) Beginner's Permit Driver's License Identification Card Moped

B. Do you want it to be a REAL ID card? (Check one) Yes No

- **If you select Yes**, you must provide the required documents (if you have not done so already) and a **gold star** will be printed on your card. Reference the documents required for a REAL ID on Forms MV-93 for US citizens or Form MV-94 for international customers.
- **If you select No**, you must complete a Statement of Understanding (Form DL-005A) because your card will have the words **NOT FOR FEDERAL IDENTIFICATION** printed across the front of it. You must also provide the required documents if you do not currently have a valid SC card or you are not a US citizen. Reference the documents required for a standard card (**one** proof of address; proof of identity, date and place of birth; and social security number) on Forms MV-93 for US citizens or Form MV-94 for international customers.

STEP 2 - IDENTIFICATION					Beginner's Permit, Driver's License, or ID Number					Customer Number					
Last Name					First Name					Middle Name					Suffix
Residence Address (Must be your current address of residence and cannot be a P.O. Box)										County					
City or Town			State		Zip Code			Phone Number		Email Address					
Social Security Number* (SSN)			Date of Birth		Height		Weight		Eye Color		Race		Sex		
		Month	Day	Year		Feet	Inches					<input type="checkbox"/> Male	<input type="checkbox"/> Female		

* Your Social Security number is required pursuant to South Carolina Code of Laws § 56-1-90 and 14-7-130.

I understand the SCDMV will send mail to the residence address above unless I have specified a special or temporary mailing address below.

Complete this section if you want to ADD or DELETE a special and/or temporary mailing address to or from your file.

OPTIONAL	Special Mailing Address - Optional to have your mail sent to an address different from residence address - An address in this section will NOT change/update your information with the State Election Commission										County				
	City or Town			State		Zip Code			Do you want to DELETE a special mailing address now on file?		<input type="checkbox"/> Yes				
	Temporary Mailing Address - Optional to have your mail sent to an address for a limited time period - An address in this section will NOT change/update your information with the State Election Commission.										Expiration Date				
	City or Town			State		Zip Code			County		Do you want to DELETE a temporary mailing address now on file?		<input type="checkbox"/> Yes		

STEP 3 - OPTIONAL 	<p>On my card I wish to be designated as a Veteran, either add or remove the caduceus medical symbol, or be designated as having one of the following medical condition(s).</p> <p><i>If selecting Autistic, Hearing Impaired, you must provide supporting documents:</i></p>												
	<input type="checkbox"/> Autistic – Must provide a statement that you are medically diagnosed with autism from a physician who is licensed to practice in SC												
	<p>Caduceus Medical Symbol</p> <input type="checkbox"/> Add one or more medical conditions and add the caduceus to the back of your card. (Requires physician's signature on Form 447-CAD)												
	<input type="checkbox"/> Remove one or more medical conditions that you have disclosed previously (Requires Form 447-CAD. No physician signature is required)												

STEP 4 - ORGAN AND TISSUE DONATION		<input type="checkbox"/> YES , I want to be an organ and tissue donor.	Amount of donation \$ _____ .00
		<input type="checkbox"/> YES , I wish to donate \$5.00, more or less, to Donate Life SC.	

If you are currently registered you must check "YES" to have the red heart reprinted on your license. If you marked "YES," you verify that you have read the organ donor statement below and you authorize the SCDMV to send your personal information to the SC Organ and Tissue Donor Registry. A red heart will be printed on the front of your driver's license. **Organ Donor Statement** - If you marked YES that you want to be an organ and tissue donor upon death, your authorization shall serve as a legally binding document as outlined under the SC Uniform Anatomical Gift Act. Except in the case where the donor is under the age of 18, the donation does not require the authorization of any other person. For donors under the age of 18, the legal guardian of the donor shall make the final decision regarding the donation. **If you change your decision to authorize in the future or wish to be removed from the SC Organ and Tissue Donor Registry**, you can go online to www.DonateLifeSC.org. You may also have your name removed from the registry by visiting any SCDMV office or www.SCDMVonline.com while completing a credential transaction. The SCDMV will assess an administrative fee for the change and there may be a 72 hour delay in removing your name from the SC Organ and Tissue Donor Registry.

SEX OFFENDER REGISTRY NOTICE SC Code § 23-3-460 states that a person who has been convicted anywhere of an offense listed in 23-3-430 must register with the county sheriff within 3 days of establishing residency in South Carolina. A copy of the Sex Offender Registry Law is available upon request.

STEP 5 - VOTER REGISTRATION (check one) **Do you want to register to vote in South Carolina with the County Registration Board?** You must be a US Citizen, SC resident and meet requirements to register to vote.

Yes, I wish to register to vote. No, I do not wish to register to vote. No, I am not eligible to register to vote.

UPDATE VOTER REGISTRATION Unless you indicate otherwise, the addresses on this application will be used by the State Election Commission to update your voter registration:
 Do not update my residence address. Do not update my mailing address.

STEP 6 - QUESTIONS 1 through 12 **MUST** be answered for permits and licenses **Only answer questions 1 - 4 for an identification card**

- 1. Are you a resident of South Carolina?..... Yes No
- 2. Are you a citizen of the United States?..... Yes No
- 3. Do you now have or have you ever had a South Carolina identification card, beginner's permit, driver's license, or moped license? If yes, give the number and name if different from number and name given on this application Yes No
- 4. Do you now have or have you ever had an identification card, beginner's permit, driver's license, or moped license from another state or country? If yes, list information from last time issued. **State/Country** _____ Yes No
License Number _____ and **Issue Date** _____.
- 5. Is your beginner's permit, driver's license, moped license, or privilege to drive suspended, cancelled, revoked or disqualified in any state? If yes, where? _____ when last? _____ Yes No
- 6. Have you recently surrendered your beginner's permit, driver's license, or moped license in court or to a law enforcement officer? If yes, when? _____ Reason _____ Yes No
- 7. **In the past 12 months**, have you experienced a loss of consciousness, muscular control or seizure?..... Yes No
- 8. **In the past six months**, have you experienced a heart attack or heart surgery?..... Yes No
- 9. Have you had a stroke and not recovered sufficiently to safely operate a motor vehicle at this time? Yes No
- 10. Are you a habitual user of alcohol or any other drug to a degree which prevents you from safely operating a motor vehicle at this time?..... Yes No
- 11. Do you have any mental or physical condition preventing you from safely operating a motor vehicle at this time?..... Yes No
If yes, please list condition(s): _____
- 12. Has your doctor recommended you not drive or placed restrictions on your driving at this time?..... Yes No
If yes, what are the restrictions? _____

STEP 7 - AUTOMOBILE INSURANCE INFORMATION Check and complete the statement that applies to you.

- Under penalties of perjury, I declare that I am insured with the following insurance company and will maintain liability insurance throughout the issuance period. COMPANY NAME: _____
- No motor vehicle required to be registered in South Carolina is owned by me or any relative residing in my household.

STEP 8 - CONSENT FOR MINOR The SCDMV Consent for Minor Form (447-CM) must be completed for all customers under the age of 18. An emancipated minor must also submit one of the following as proof of emancipation (Only the original or certified copies will be accepted):

- Court Order Certificate of Marriage Active Military Orders

STEP 9 - CERTIFICATION I certify under penalty of perjury that all information and statements made in this application are true and correct as of the date of this application. I also certify that I do not have a valid driver's license other than the one(s) reported in questions #3 and #4 above and that my privilege to operate a motor vehicle is not now or subject to be suspended, cancelled, revoked, or disqualified at the time of this application.

I understand that I am receiving an SC credential based on the information provided on this application, and that the SCDMV will verify all information. I also understand that if my privilege to drive is ever suspended, cancelled, or revoked in SC or any other state, my SC license will be revoked until I have met all reinstatement requirements in SC and any other states.

Customer's Printed Name _____ Customer's Signature _____ Date _____

FOR THE SCDMV USE ONLY

Exchanging Out-of-State Permit for a SC Permit or License **State:** _____ **OOS BP/DL NO.:** _____

Qualifies for a REAL ID Card Yes No **Comments:** _____

Type: Duplicate Modified Original Provisional Re-exam Reissue Renewal Route Restricted Temporary Alcohol

Class: D E F G (Moped) ID M (Motorcycle) **Restrictions:** _____

Identification Submitted: Birth Certificate Passport/Visa SSN Proof of Address

Knowledge/Skills Exam Results

Date: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed Score: _____	Hearing Impaired: <input type="checkbox"/> Deaf <input type="checkbox"/> Poor <input type="checkbox"/> Good Missing Extremities: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____ Vision: <input type="checkbox"/> Pass with Corrective Lenses <input type="checkbox"/> Pass without Corrective Lenses <input type="checkbox"/> Fail Employee Signature: _____ Office Number: _____
Date: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed Score: _____	
Date: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed Score: _____	
Date: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed Score: _____	
Date: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed Score: _____	



Vital Records 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.

Name of applicant: _____ Day phone number: _____

Address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

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

Address certificate to be mailed to if different than applicant's address:

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Your relationship to person named on the certificate. (Check one - will be used to determine entitlement)

Self Legal Guardian Legal representative (for whom?) _____

Parent Other (specify) _____

For what purpose are you requesting this certificate? _____

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

Signature of applicant: _____

INFORMATION FOR BIRTH CERTIFICATE BEING REQUESTED:

Full name: _____
First Middle Last Suffix

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

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

Name of 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: _____

Were parents married at time of birth: Yes No Number of children born in SC to this mother/parent? _____

Name at birth if ever changed for any reason other than marriage: _____

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 includes one (1) certification, 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. Onsite customer service also accepts credit and debit cards and cash.

Required Search Fee (Non-refundable, Includes one copy if found)	\$12.00	\$12.00
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.

OFFICE USE ONLY SFN: _____ DCN: _____

Vital Records Application for Birth Certificates

Instructions and Information

Information

BIRTHS – SC Law did not require the filing of birth records until January 01, 1915. Birth records on file at SC DHEC are not available for public viewing.

A birth record becomes public record one hundred (100) years after the date of birth. Non-certified copies of public birth records are issued unless a certified copy is specifically requested. The \$12 "search fee" is required for each request of a public birth record.

TURNAROUND TIME – The usual turn around time for 'waiting' on-site customers is approximately thirty (30) minutes, excluding amendments, during non-peak hours (8:30 am - 11:00 am and 2:00 pm - 4:00 pm). The usual turn around time for "mail" requests, excluding amendments, is approximately 2 - 4 weeks from the date of receipt.

If it has been more than four (4) weeks since you submitted your request, excluding amendments, 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:

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. Onsite customer service also accepts credit and debit cards and cash.

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) certification, if record is located. Additional copies, of the same record ordered at the same time, are \$3 each.