

## Identity

Returning citizens need assistance with identity cards or birth certificates and the offices listed in this document can help.

### Bisbee

#### Birth Certificates

##### Cochise County Offices

###### **Vital Records**

1415 Melody Lane, Bldg. A  
Bisbee, AZ 85603

Phone: 520-432-9400

<http://vitalrecords@cochise.az.gov>

Office Hours: Monday-Thursday, 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.

**Certificates We Provide** – We provide certified copies of birth certificates for persons born from 1950 until the present. For birth certificates prior to 1950, you must apply directly to the Arizona Department of Health Services, Office of Vital Records. You can go to

[http://www.cochise.az.gov/uploadedFiles/Health/brochure\\_birth\\_apply%5b1%5d.pdf](http://www.cochise.az.gov/uploadedFiles/Health/brochure_birth_apply%5b1%5d.pdf) to download a brochure with instructions on how to obtain a certified birth certificate copy directly from ADHS.

**Fees & Payments** – The charge for a certified copy of a birth certificate is \$15.00, payable by money order, cash, credit card or debit card. There is a minimum convenience fee of \$2.50 for each transaction. We do not accept Visa credit/debit cards.

**How to Apply** – Certified copies of birth certificates can be requested by visiting one of our offices, or by sending a request with all required documentation and payment via mail. We do not accept requests via fax or email. The documentation needed to obtain a certified copy of a birth certificate is:

- Application Request Form: [http://www.cochise.az.gov/uploadedFiles/Health/Cochise Birth App eng-spa 8-2011.pdf](http://www.cochise.az.gov/uploadedFiles/Health/Cochise%20Birth%20App%20eng-spa%208-2011.pdf) to download the form or it is also available at our local office.
- A government issued picture ID, i.e., a valid driver's license, state ID etc. with applicant's signature.
- If not for self, documentation showing your relationship to the person the requested certificate is for.

###### **Who may order and obtain a certified copy of a birth certificate?**

*Only persons 18 years of age or older may obtain a certified copy of a birth certificate.*

Note: An applicant presenting documents from a foreign country as proof of relationship or proof of legal interest must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.

Arizona is a “closed record” state. That means that vital records are not public record. Arizona law restricts the public’s access to vital records as follows to protect the confidentiality rights of our citizens.

Arizona Administrative Code R9-19-403 specifies that only the following may receive a certified copy of a birth certificate:

- Registrant (self)
- Parents
- Spouse
- Grandparent
- Adult Child
- Adult Brother or Sister
- Guardian Having Legal Custody or Control of a Minor Child
- Foster Parents
- Attorney Representing the Registrant
- Attorney Representing the Biological Parent(s) In an Adoption Proceeding
- Attorney Representing the Adoptive Parent(s) In an Adoption Proceeding
- Adoption Agencies Representing Adoptive or Biological Parents
- Persons or Agencies Empowered by Statute or Appointed by a Court to Act on the Registrant’s Behalf
- Genealogical

To get more information:

Arizona Department of Health Service  
Office of Vital Records  
1818 West Adams  
Phoenix, AZ 85007

<http://www.azdhs.gov/vitalrcd/index.htm>

Phone: 888-816-5907 or 602-364-1300

## Douglas

Social Security Office and AZ State ID Card

United States Social Security Administration  
600 E 15th St  
Douglas, AZ 85607  
Phone: 800-772-1213 or 800-325-0778 (tty)

Social Security Survivors Insurance, Medicare Enrollment, Social Security Retirement Benefits, Social Security Disability Insurance Applications, Social Security Disability Insurance Appeals/Complaints, Social Security Burial Benefits, SSI, Medicare Insurance Supplements, Social Security Numbers

**Hours:**

Monday 9:00 a.m. – 3:00 p.m.

Tuesday 9:00 a.m. – 3:00 p.m.

Wednesday 9:00 a.m. – 12:00 p.m.

Thursday 9:00 a.m. – 3:00 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Saturday Closed

Sunday Closed

ADOT MVD

2050 N Highway 191

Douglas, AZ 85607

Phone: 800-251-5866

<http://www.azdot.gov/mvd/application/index.asp>

Hours of operation: 8:00 a.m. – 5:00 p.m.

Provides motor vehicle titles and registration. Issues driver licenses to qualified applicants and identification cards for people of all ages who do not drive. Motorcycle skills testing available.

Arrive before 3:30 p.m. for a road test, before 4:00 p.m. for a vehicle inspection and before 4:30 p.m. for other transactions.

**Fees:**

Operator or Motorcycle License:

Ages 16-39 – \$25.00

Ages 40-44 – \$20.00

Ages 45-49 – \$15.00

Ages 50 & over and 5-year – \$10.00

Limited License – \$10.00

Identification Card (ID):

Ages 0-64 – \$12.00

Ages 65 & over – No fee

Other:

Instruction Permit – \$7.00

Motorcycle Endorsement – \$7.00

Restricted Instruction Permit – \$3.00

Duplicate License or ID Card – \$12.00

Duplicate Instruction Permit – \$2.00  
Out-of-State Driver License Skill Test – \$15.00  
Out-of-State Vision Screening – \$5.00

## Sierra Vista

### Birth Certificates and AZ State ID Card

#### ADOT MVD

5224 E. Charleston Rd  
Sierra Vista, AZ 85635

Phone: 520-458-3220

<http://www.azdot.gov/mvd/application/index.asp>

Hours of operation: 8:00 a.m. – 5:00 p.m.

Provides motor vehicle titles and registration. Issues driver licenses and Commercial Driver License (CDL) to qualified applicants and identification cards for people of all ages who do not drive. Motorcycle skills testing available.

Arrive before 3:30 p.m. for a road test, before 4:00 p.m. for a vehicle inspection and before 4:30 p.m. for other transactions.

The fees are the same as listed for the Douglas DMV.

## Cochise County Records

### Birth Certificates

4115 E. Foothills Drive  
Sierra Vista, AZ 85635  
Phone: 520-803-3925

This is a branch of the Cochise County Records department so the fees and other information is the same as listed above in the Bisbee section of this document.

## Other States

### Birth & Death Records from Other States

Every state and territory in the US are responsible for maintaining its own vital records such as birth and death certificates. States do not have the ability to access the vital records of any other state. If you need to obtain a copy of a vital record from a state other than Arizona, contact that state for more information.

#### Alabama

Vital Records  
State Department of Public Health  
P.O. Box 5625

Montgomery, AL 36103-5625  
Phone: 334-206-5418

**Alaska**

Bureau of Vital Statistics  
Department of Health & Social Services  
P.O. Box 110675  
Juneau, AK 99811-0675  
Phone: 907-465-3391

**Arizona**

Arizona Department of Health Services  
Office of Vital Records  
P.O. Box 3887  
Phoenix, AZ 85030  
Phone: 602-364-1300 or 888-816-5907

**Arkansas**

Division of Vital Records  
Arkansas Department of Health, Slot #44  
4815 West Markham Street  
Little Rock, AR 72201  
Phone: 501-661-2336

**California**

Office of Vital Records  
Department of Health Services  
P.O. Box 730241  
Sacramento, CA 94244-0241  
Phone: 916-445-2684

**Colorado**

Vital Records  
Colorado Department of Public Health & Environment  
4300 Cherry Creek Drive South  
HSVRD-VS-A1  
Denver, CO 80246-1530  
Phone: 303-756-4464

**Connecticut**

Certified copies are not available from the state office. Request must be submitted to the town where the event occurred.  
Phone: 860-509-7700

**Delaware**

Office of Vital Statistics  
Division of Public Health

P. O. Box 637  
Dover, DE 19903  
Phone: 302-739-4721

**District of Columbia**

Vital Records Office  
825 North Capitol Street NE, 1st Floor  
Washington, DC 20002  
Phone: 202-442-9009

**Florida**

Office of Vital Statistics  
P. O. Box 210  
Jacksonville, FL 32231  
Phone: 904-359-6900

**Georgia**

Georgia Division of Public Health  
Vital Records Services  
2600 Skyland Drive, NE  
Atlanta, GA 30319-3640  
Phone: 404-679-4701

**Hawaii**

State Department of Health  
Office of Health Status Monitoring  
Vital Records Section  
P.O. Box 3378  
Honolulu, HI 96801-9984  
Phone: 808-586-4533

**Idaho**

(208) 334-5988  
Vital Statistics Unit  
Center for Vital Statistics and Health Policy  
P.O. Box 83720  
Boise, ID 83720-0036  
Phone: 208-334-5988

**Illinois**

Division of Vital Records  
Illinois Department of Public Health  
605 West Jefferson Street  
Springfield, IL 62702-5097  
Phone: 217-782-6553

**Indiana**

Vital Records Section  
State Department of Health  
2 North Meridian Street  
Indianapolis, IN 46204  
Phone: 317-233-2700

**Iowa**

Iowa Department of Public Health  
Bureau of Vital Records  
Lucas Office Building, 1st Floor  
321 East 12th Street  
Des Moines, IA 50319-0075  
Phone: 515-281-4944

**Kansas**

Office of Vital Statistics  
Kansas State Department of Health & Environment  
Landon State Office Building  
900 SW Jackson Street, Room 151  
Topeka, KS 66612-2221  
Phone: 785-296-1400

**Kentucky**

Office of Vital Records  
Department for Health Services  
275 East Main Street  
Frankfort, KY 40621-0001  
Phone: 502-564-4212

**Louisiana**

Vital Records Registry  
Office of Public Health  
325 Loyola Avenue  
New Orleans, LA 70112  
Phone: 504-568-5152

**Maine**

Office of Vital Records  
Maine Department of Human Services  
221 State Street  
11 State House Station  
Augusta, ME 04333  
Phone: 207-287-3181

**Maryland**

Division of Vital Records

Department of Health & Mental Hygiene  
P.O. Box 68760  
Baltimore, MD 21215-0020  
Phone: 410-764-3038

**Massachusetts**

Registry of Vital Records & Statistics  
150 Mount Vernon Street, 1st Floor  
Dorchester, MA 02125-3105  
Phone: 617-740-2600

**Michigan**

Vital Records  
P.O. Box 30195  
Lansing, MI 48909  
Phone: 517-335-8656

**Minnesota**

Minnesota Department of Health  
Section of Vital Statistics  
P.O. Box 9441  
Minneapolis, MN 55440  
Phone: 612-676-5120

**Mississippi**

Mississippi Vital Records  
State Department of Health  
2423 North State Street  
Jackson, MS 39216  
Phone: 601-576-7450

**Missouri**

Missouri Department of Health  
Bureau of Vital Records  
P.O. Box 570  
Jefferson City, MO 65102-0570  
Phone: 573-751-6400

**Montana**

MT Dept. of Public Health & Human Services  
Vital Records  
P.O. Box 4210  
Helena, MT 59604  
Phone: 406-444-4228

**Nebraska**

Vital Records



Department of Health & Human Services  
P.O. Box 95065  
Lincoln, NE 68509-5065  
Phone: 402-471-2871

**Nevada**

Office of Vital Records  
Capitol Complex  
505 East King Street, #102  
Carson City, NV 89710  
Phone: 775-684-4280

**New Hampshire**

Bureau of Vital Records  
6 Hazen Drive  
Concord, NH 03301  
Phone: 603-271-4654

**New Jersey**

New Jersey State Dept. of Health & Senior Services  
Bureau of Vital Statistics  
P.O. Box 370  
Trenton, NJ 08625-0307  
Phone: 609-292-4087

**New Mexico**

Vital Records  
New Mexico Health Services Division  
P.O. Box 26110  
Santa Fe, NM 87502  
Phone: 505-827-2338

**New York (State)**

Certification Unit  
Vital Records Section  
P.O. Box 2602  
Albany, NY 12220-2602  
Phone: 518-474-3075

**New York (City)**

Office of Vital Records  
New York City Department of Health  
125 Worth Street, Box 4  
New York, NY 10013  
Phone: 212-788-4520

**North Carolina**

NC Vital Records  
1903 Mail Service Center  
Raleigh, NC 27699-1903  
Phone: 919-733-3526

**North Dakota**

Division of Vital Records  
State Capitol  
600 East Boulevard Avenue  
Bismarck, ND 58505-0200  
Phone: 701-328-2360

**Ohio**

Bureau of Vital Statistics  
Ohio Department of Health  
P.O. Box 15098  
Columbus, OH 43215-0098  
Phone: 614-466-2531

**Oklahoma**

Vital Records Section  
State Department of Health  
P.O. Box 53551  
Oklahoma City, OK 73152  
Phone: 405-271-4040

**Oregon**

Oregon Health Division  
Vital Records  
P.O. Box 14050  
Portland, OR 97293-0050  
Phone: 503-731-4095

**Pennsylvania**

Division of Vital Records  
State Department of Health  
P.O. Box 1528  
New Castle, PA 16103  
Phone: 724-656-3100

**Rhode Island**

Division of Vital Records  
Rhode Island Department of Health  
3 Capitol Hill, Room 101  
Providence, RI 02908-5097  
Phone: 401-222-2811

**South Carolina**

Office of Public Health Statistics & Information Systems  
South Carolina Department of Health and Environmental Control  
2600 Bull Street  
Columbia, SC 29201  
Phone: 803-898-3630

**South Dakota**

Vital Records  
State Department of Health  
600 East Capitol Avenue  
Pierre, SD 57501-2536  
Phone: 605-773-3355

**Tennessee**

Tennessee Vital Records  
Department of Health  
Central Services Building  
421 5th Avenue, North  
Nashville, TN 37247-0450  
Phone: 615-741-1763

**Texas**

Bureau of Vital Statistics  
Texas Department of Health  
P.O. Box 12040  
Austin, TX 78711-2040  
Phone: 512-458-7111

**Utah**

Bureau of Vital Records  
Utah Department of Health  
P.O. Box 141012  
Salt Lake City, UT 84114-1012  
Phone: 801-538-6105

**Vermont**

Vermont Department of Health  
Vital Records Section  
P.O. Box 70  
Burlington, VT 05402  
Phone: 802-863-7275

**Virginia**

Office of Vital Records & Health Statistics  
State Health Department  
P.O. Box 1000

Richmond, VA 23218-1000  
Phone: 804-662-6200

**Washington (State)**

Department of Health  
Center for Health Statistics  
P.O. Box 9709  
Olympia, WA 98507-9709  
Phone: 360-236-4300

**West Virginia**

Vital Registration Office  
Division of Health State  
350 Capitol Street, Rm. 157  
Charleston, WV 25301-3701  
Phone: 304-558-2931

**Wisconsin**

Vital Records  
P.O. Box 309  
Madison, WI 53701  
Phone: 608-266-1371

**Wyoming**

Vital Records Services  
Hathaway Building  
Cheyenne, WY 82002  
Phone: 307-777-7591

**American Samoa**

Registrar of Vital Statistics  
Vital Statistics Section  
Government of American Samoa  
Pago Pago, AS 96799  
Phone: 684-633-1222 ext. 214

**Canal Zone**

Correspondence Branch Passport Services  
U. S. Department of State  
1111 19th Street NW, Suite 510  
Washington, DC 20522-1705  
Phone: 202-955-0307

**Guam**

Office of Vital Statistics  
Department of Public Health & Social Services  
Government of Guam

P. O. Box 2816  
Agana, GU, M.I. 96910  
Phone: 671-734-4589

**Northern Mariana Islands**

Superior Court  
Vital Records Section  
P.O. Box 307  
Saipan, MP 96950  
Phone: 670-234-6401 ext. 15

**Puerto Rico**

Department of Health  
Demographic Registry  
P.O. Box 11854  
Fernández Juncos Station  
San Juan, PR 00910  
Phone: 787-728-7980

**Virgin Islands St. Croix**

Registrar of Vital Statistics  
Charles Harwood Memorial Hospital  
Christiansted  
St. Croix, VI 00820  
Phone: 340-774-9000

**Virgin Islands St. Thomas & St. John**

Registrar of Vital Statistics  
Knud Hansen Complex  
Hospital Ground  
Charlotte Amalie  
St. Thomas, VI 00802  
Phone: 340-774-9000