



### Vital Records Processing Times

#### Copies of Vital Records

- ✓ Walk in customers are normally processed within 10-15 minutes (DRVS reserves the right to mail out the request the next day depending on operational needs).
- ✓ Mail requests take approximately **7-10 business days**.
- ✓ Vital Chek orders are processed the next business day (depending on method of delivery).

#### Registrations

Electronic Birth, Death and Marriage Registrations take approximately **48 hours**.

Paper based Birth, Death and Marriage Registrations take approximately **7-10 business days**.

Domestic Partnership Registrations take approximately **10-15 business days**.

Sub-Registrar appointments take approximately **10-15 business days**.

Single Status letters take approximately **10-15 business days (or by appointment)**.

Temporary Officiant Certificates take approximately **10-15 business days**.

State Agency Verifications take approximately **10-15 business days**.

Municipal Clerk Verifications take approximately **48 hours**.

#### Corrections

The processing time for any correction type is normally **4-6 weeks**. Corrections submitted for vital records that are maintained in the Database Application for Vital Events (DAVE) system do have a shorter processing time. **For consistency reasons, all inquiries should be informed of the 4-6 weeks waiting period.**

Correction Type	Form	Fee
Birth, Death and Marriage corrections (Prior to 90 days)	VS-7	\$15.00 for a corrected copy
Birth, Death and Marriage corrections (Prior to 90 days) <i>Must provide 2 pieces of documentation</i>	VS-7	\$60.00 includes a corrected copy
Delayed Births	VS-60	\$60.00 includes a corrected copy
Delayed Marriages	VS-2	
Legal Name Changes	VS-14	\$60.00 includes a corrected copy
Legal Sex Changes	<ul style="list-style-type: none"><li>• VS-14</li><li>• VS-7</li><li>• Physician's affidavit</li></ul>	\$60.00 includes a corrected copy
Court Determinations	Court order	\$60.00 includes a corrected copy
Supplemental Certificates of Death (SCOD)	VS-7B	\$15.00 for a corrected copy
Legitimation	VS-8	\$60.00 includes a corrected copy
Acknowledgment of Paternity (AOP)	VS-27	\$15.00 for a corrected copy
Denial of Parentage (DOP)	VS-27B	\$15.00 for a corrected copy
Adoptions	VS-9 VS-9A	\$60.00 includes a corrected copy

**Chapter 2** of DHHS 10-146 rules specifies **amendment types**, the documentation requirements and who may submit a correction.

**Chapter 7** DHHS 10-146 rules specify the **fees** for vital records and the services provided.