# Requesting a Copy of a Montana Birth Certificate

You may order a copy of a Montana Birth Certificate using one of the following services:

* [**VitalChek**](http://www.vitalchek.com/montana-express-vital-records.aspx) - Order online with your credit card
* **Call toll-free (888) 877-1946** using your credit card. Orders are placed through VitalChek. (*Additional fees will apply.*)
* [**Place an order by mail**](https://dphhs.mt.gov/vitalrecords#mail).

**Identification is required for the purchase of a Montana Birth or Death certificate. View the list of**[**suggested Identification**](https://dphhs.mt.gov/Portals/85/Statistics/documents/VitalStats/suggestedidentification.pdf)**.**

**To place an order by mail:**

**Fill out and mail the appropriate application and your check or money order to:**

Office of Vital Records
Department of Public Health and Human Services
111 N Sanders Rm 6
PO BOX 4210
Helena MT 59604

* [**Birth Certificate mail in application**](https://dphhs.mt.gov/Portals/85/Statistics/documents/VitalStats/BirthApplication.pdf)
* [**Death certificate mail in application**](https://dphhs.mt.gov/Portals/85/Statistics/documents/VitalStats/DeathApplication.pdf)

***Disclaimer: Montana Vital Records current processing time for mailed in requests is 2 to 3 weeks from the date of receipt.  This processing time varies depending on staffing and  workload. To check on the status of a request, call (406) 444-2685.***

***Montana Vital Records does not accept credit cards or online orders over the phone. For your convenience, we have partnered with independent companies to provide this service; [VitalChek Network, Inc.](http://www.vitalchek.com/montana-express-vital-records.aspx) 1 (888) 877-1946. This charges an additional fee for using their service, and all major credit cards are accepted, including American Express®, Discover®, MasterCard® or Visa®.***

**The following contact may be used to assist you:**

**For general questions on how to obtain a birth or death certificate, and individual marriage and divorce information, please contact:**

**Montana Dept of Public Health and Human Services
Office of Vital Records****HHSVitalRecords@mt.gov** ***(Note: Applications are not accepted via E-mail.)***