



North Dakota-500 Statewide Continuum of Care in collaboration with ND Department of Health and Human Services and ND Department of Public Instruction Vital Records Access for Unaccompanied Homeless Youth Process

Next Review: June 2024

Overview

1. In order to assist Unaccompanied Homeless Youth (UHY) to access vital records, your agency must identify up to two individuals.
2. To be placed on list, the agency ***must*** contact one of the following individuals for approval:
 1. Shawnel Willer, smwiller@nd.gov
 2. Shanna Lindquist-Siegrist, slsiegrist@nd.gov
 3. Beth Larson-Steckler, youth@pathfinder-nd.org
 4. Jennifer Withers, at jwithers@nd.gov

At initial contact, you will need to supply the following information:

- Agency name
- Representative(s)
- Representative(s) phone number
- Representative(s) email address
- Attach uploaded copy of Driver's License

This list will be updated by the above individuals and a current copy will be shared with vital records.

3. Once added to the list of approved requesting representatives, you will be able to request vital records in one of three ways as described below.

Option 1: Requesting Online

1. Go to <https://www.hhs.nd.gov/vital>
2. Click 'Certified Copy of Birth Record'
3. Click 'Order Online'
4. Enter your email address and password of your choosing, then click 'Here to Proceed'
5. Click 'Add Birth Certificate'
6. If the individual was born in North Dakota, select 'Yes', then click 'Update'. If the individual was not born in North Dakota, you must contact the state where they were born and go through that state's process for requesting a certified copy. It does vary from state to state.
7. Next choose 'Authorized Representative' (*As authorized representative of the person's name on the birth record, you must provide your driver's license*), answer 'Yes', and click continue.
8. Are you able to upload a primary form of identification?
 - a. If so, we will need a copy of the requesting person's driver's license that is not expired.
 - b. Follow the prompt: "Do you have one of the following?" Answer 'Yes', click 'Update', then enter the expiration date of the driver's license in mm/dd/yyyy format and click 'Update'.

9. Enter the birth information for the individual you're requesting a birth record for.
 - a. Full Name (First Middle Last)
 - b. Date of Birth (MM/DD/YYYY, you must enter the slashes, two-digit month and day, and four-digit year)
 - c. Father's Name (First Middle Last)
 - d. Mother's Name (First Middle Maiden, where maiden is the mother's last name prior to first marriage)
 - e. Number of Copies (whole number greater than 0)
 - f. Genealogy should be answered 'No'
 - g. Click 'Update', to add the record to your shopping cart
 - h. Click 'Upload & Checkout'
10. As an authorized representative, the system wants you to upload primary identification which is a copy of your driver's license that will match the authorized user list held in the Vital Records office.
11. Next, you will be asked to upload additional legal forms, select Other, and upload a standard PDF letter you create to identify your agency as a Homeless Youth Agency.
12. Finally, update your requestor information, address, city, state, zip, telephone number and email address. You do not need to update the shipping address if it is the same. Select the shipping method for return shipping, the default is Free First-Class Mail. Enter your credit card information and click 'Submit'.
13. You should be sent to a confirmation page that you can print as verification of the order. A copy of the order will be emailed to the email address you provided in the requestor information as well.

Option 2: Requesting by Mail

1. Download a copy of the request form from the [Vital Records website](#). The detailed instructions are on the back.
 - a. When completing the form, item #9 asks for the relationship to the person on Line 1, select 'Authorized Representative (include court order)', write HYA, for Homeless Youth Agency.
2. Mail the completed form, a copy of your driver's license that will match the authorized user list held in the Vital Records office, and a check for the fees.

Department of Health and Human Services
Vital Records
600 East Boulevard Avenue, Department 325
Bismarck, ND 58505-0250

Option 3: Requesting in Person

1. Visit the office located in the Judicial Wing of the state capital building, room 118. Complete the same birth request form in option 2 above and provide a copy of your driver's license that will match the authorized user list in the Vital Records office. In our office, we accept cash, check, or credit card (Visa, Master Card, or Discover).