Replacing Birth /Death /Marriage /Divorce Certificates

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Information about replacing these documents is available from the Tennessee Department of Vital Records at https://www.tn.gov/health/section/vital-records.

To Replace a Certificate Recorded in Tennessee by Mail

Mail the request to

Tennessee Vital Records
1st Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

Include
- The completed and signed application for certified copy of certificate of birth, death, marriage or divorce (found online at https://www.tn.gov/health/article/vr-certificate).

AND

One of the following for identification purposes:
- A photocopy of a government-issued identification card which includes the signature of the requester
- A notarized application for certified copy (found at above Internet address)
- Mother’s copy of the birth certificate (issued at the hospital at the time of birth) may be used for identification when obtaining a newborn’s birth certificate. (It must be dated within the last two calendar years.)
- If none of these documents are available, see ID requirements for alternatives
- A check or money order made payable to Tennessee Vital Records for the appropriate fee.

To Replace a Certificate Recorded in Tennessee Online

Tennessee Office of Vital Records does not directly accept online orders. However, it has contracted with an independent company, VitalChek, to provide the service. Additional charges will apply.

To Replace a Certificate Recorded in a State Other Than Tennessee

To replace a vital record (birth, death, marriage, divorce) for U.S citizens (other than Tennessee) visit http://www.vitalrec.com.
To Replace Birth Records of U.S. Citizens Born Abroad

To Replace a Consular Report of Birth Abroad (FS-240), you must submit

1. A **notarized** written (or typed) request that includes **all** of the following:
   a. Full name of the child at birth
   b. Any adoptive names of child
   c. Child’s date and place of birth
   d. Any available passport information
   e. Full names of parents
   f. If known, the serial number of the FS-240
   g. Signature of requester
   h. Legal Guardian(s) Only: A copy of the court order granting guardianship
   i. Contact number of the requested

2. A copy of the requester’s valid identification

3. A **$50.00** check or money order made payable to “Department of State”

Mail to:
Department of State
Passport Vital Records Section
44132 Mercure Cir.
P.O. Box 1213
Sterling, VA 20166-1213

Only those listed below may request a replacement FS-240:
- The individual whose birth is recorded on the document (if age 18 or older)
- A parent (for minors under age 18) or legal guardian
- An authorized government agency, or
- A person with written authorization