
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 re-cord) 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

For more information about how to replace a Consular Report of Birth Abroad (FS-240), visit <https://travel.state.gov/content/passports/en/abroad/events-and-records/birth/replace-or-amend-consular-report-of-birth-abroad.html>.