HOW TO APPLY FOR CERTIFIED COPIES OF VITAL RECORDS IN THE STATE OF HAWAI’I: Birth, Death, Marriage, and Divorce Certificates

General Information

In the State of Hawai‘i, the State Department of Health, Office of Health Status Monitoring handles vital records for events that occurred in Hawai‘i. Vital records include birth, death, marriage, and divorce certificates. You can apply for certified copies of vital records online, in person or by mail.

The Application

You can apply for certified copies of vital records using the applications provided by the State Department of Health. Applications are available to download at the State Department of Health’s website: https://health.hawaii.gov/vitalrecords/ or can be picked up at the Health Department Building, 1250 Punchbowl Street, Room 103 (Open Monday, Wednesday, Friday 7:45 a.m. to 2:30 p.m.).

Who Can Apply

A certified copy of a vital record will be issued only to an applicant who has a direct and tangible interest in the record. Specifically: the person whose record it is; the person’s spouse, parent(s), child(ren), grandchild(ren), sibling, grandparent, aunt/uncle or cousin; the person’s legal guardian; a person or agency acting on behalf of the person whose record it is; a personal representative of the estate; someone who has a court order to obtain the record; adoptive parents who need records to complete an adoption; a person needing to determine the marital status of a former spouse for payment of alimony; a person needing to determine the death of a non-related co-owner of property purchased under a joint tenancy agreement; and a person needing a death certificate for the determination of payments under a credit insurance policy.
Apply Online

Applications can be submitted online at: https://vitrec.ehawaii.gov/vitalrecords/.

For online applications, you must have a government issued identification ready for upload. Only payments by debit or credit cards will be accepted and the name on the debit or credit card should match the name of the person making the vital records request, otherwise there may be delays.

Apply By Mail

Applications can be submitted by mail with the appropriate fees and a copy of the applicant’s government issued identification to:

State Department of Health
Office of Health Status Monitoring
Issuance/Vital Statistics Section
P.O. Box 3378
Honolulu, Hawai‘i 96801

Apply In Person

If on Oahu, you can apply in person at the Health Department Building, 1250 Punchbowl Street, Room 103 (Open Monday, Wednesday, Friday 7:45 a.m. to 2:30 p.m.). Appointments can be scheduled online and are encouraged, however walk-in service may be available between appointments.

Application Fees

The fees for certified copies of birth, marriage and civil union records are $10 for the first copy, $4 for each additional copy and a $2.50 general administration fee for each application for up to 5 certificates. (Add another $2.50 for each additional increment up to 5 copies. For example, 6 through 10 copies equals a $5.00 fee and 11 through 15 copies equals a $7.50 fee.)

The fees for certified copies of death certificates are $10 for the first copy of each certificate and $4 for each additional copy. For online orders there is an additional $2.50 fee for up to 5 certificates. (Add another $2.50 fee for each additional increment up to 5 copies. For example, 6 through 10 copies equals a $5.00 fee and 11 through 15 copies equals a $7.50 fee.)

For online orders you may pay with your credit card or debit card.

For orders completed by mail, you may pay with a cashier’s check, certified check or money order payable to the State Department of Health. **Cash and personal checks will not be accepted for mail orders.**

For orders completed in person, you may pay with cash, credit card, cashier’s check, certified check or money order payable to the State Department of Health.

Processing Time

Processing times can take up to 8-10 weeks for orders. Delays due to partial, missing or inaccurate information may require additional time to locate, review and verify a request for a record.
Letters of Verification
A letter of verification verifies the existence of a birth, death, marriage, or divorce certificate that is on file with the State Department of Health. The verification can also include any other information that the applicant provides to be verified relating to the vital event. For instance, the applicant can include the place and date of birth in a letter of verification. The verification process will not disclose information about the vital event contained within the certificate that is unknown to and not provided by the applicant in the request.

Letters of verification are requested in a similar fashion and using the same request forms for certified copies. A letter of verification costs $5.

Other Information Regarding Vital Records
Apostilles and the authentication of certified copies of vital records for international legalization can be provided. Requests are mail-in only.

Genealogy requests may be made to the State Department of Health. There are specific instructions on how to complete the requests on the State Department of Health’s website: https://health.hawaii.gov/vitalrecords/genealogy/.

Vital records (birth, death, marriage, and divorce certificates) on file with the State Department of Health may be amended (i.e., changes, corrections, additions, deletions, or substitutions) upon submission of the required documentation.

Amended certificates of birth may be prepared and filed with the State Department of Health, as provided by law, for 1) a person born in Hawai‘i who already has a birth certificate filed with the State Department of Health or 2) a person born in a foreign country and legally adopted in the State of Hawai‘i.

Requests to change an item (e.g., following a legal change of name) on a Certificate of Hawaiian Birth will result in the cancellation of the Certificate of Hawaiian Birth and the preparation of a late birth certificate in lieu thereof, subject to the evidentiary requirements specific to late registration in connection with Certificates of Hawaiian Birth.

The information found in this brochure came from the State Department of Health’s website at: https://health.hawaii.gov/vitalrecords/

If you need further information or want to know the status of your application, contact the Office of Health Statistics Monitoring at (808) 586-4539 or email doh.issuanceQuery@doh.hawaii.gov.

For neighbor islands, contact your local District Health Office. Online orders are accessible statewide.

Hawai‘i Island: https://health.hawaii.gov/big-island/home/vital-statistics/
Hilo: 75 Aupuni Street, Suite 201  Kamuela: 67-5189 Kamamalu Street  
Hilo, Hawai‘i 96720  Kamuela, Hawai‘i 96743  
(808) 974-6008  (808) 887-8114

Maui: https://health.hawaii.gov/maui/vital-records/  NO PICKUP SERVICE IS AVAILABLE ON MAUI  
State Office Building 54 South High Street, Room #301  
Wailuku, Hawai‘i 96793  
(808) 984-8210

Kauai: (808) 241-3498