

# HOW TO OBTAIN A LONG-FORM BIRTH CERTIFICATE

Regular mail requests for long-form birth certificates sent to New Castle are now taking 16-18 weeks for processing. If your request comes through legislative offices, the time for processing is 8-12 weeks.

You can choose from the following other options:

1. You can travel to one of the sites for over the counter same day service, like Harrisburg Vital Records Office, 625 Forster Street in Harrisburg or Scranton Vital Records Office, 100 Lackawanna Avenue, Suite 112 in the Scranton State Office Building. If you get to the offices before 11:30 a.m., you can get same day service with a 3-4 hour wait. If you need directions to the offices, you can go to [www.health.state.pa.us](http://www.health.state.pa.us) and choose Birth and Death Certificate on the left side of the screen, then choose Birth Certificates in the light blue section on the left, then scroll down to How to Obtain a Birth Certificate, then choose a location in option #3 and follow the directions to get your directions from the Google Map.
2. You can send the completed birth certificate application with an enlarged copy of your photo-ID and a check or money order to Vital Records in New Castle addressed "priority mail" with a stamped, self addressed envelope. Processing should take 15-20 days business days.
3. You can send the completed birth certificate application with an enlarged copy of your photo-ID and a check or money order to Vital Records in New Castle addressed "priority overnight mail" with a stamped, self addressed envelope. Processing should take 7-10 business days.
4. Pennsylvania does work with online service, [www.vitalchek.com](http://www.vitalchek.com). If you choose regular mail option it is 15-20 business days and if you choose UPS option it is 7-10 business days.