## **VIP SERVICES**

Services 713-659-8

2012 Louisiana Street Houston, Texas 77002 713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: <a href="mailto:www.vippassports.com">www.vippassports.com</a> Email: <a href="mailto:info@vippassports.com">info@vippassports.com</a>

#### WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:	RETURN DOCUMENTS TO:
CONTACT:	CONTACT:
COMPANY:	COMPANY:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
FAX:	FAX:
TAX.	
EMAIL:	EMAIL:
BILLING INSTRUCTIONS:	CREDIT CARD INFORMATION:
AMOUNT ENCLOSED FOR DEPOSIT:	TYPE OF CARD:
	CARD #:
YOUR COMPANY P.O. OR REF#:	EXPIRATION DATE:
AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$	SIGNATURE OF CARD HOLDER REQUIRED:
STATE WHERE THE BIRTH OCCURRED:	
SO WHICH COUNTRY WILL THE DOCUMENT BE USE	D IN:
NUMBER OF ORIGINAL COPIES REQUIRED:	
RETURN THE COMPLETED DOCUMENT BACK VIA: _	
DATE YOU NEED THE COMPLETED DOCUMENT:	
PURPOSE FOR THE BIRTH CERTIFICATE:	
SPECIAL INSTRUCTIONS:	



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### **BIRTH CERTIFICATE INSTRUCTION SHEET**

APPLICATION (S) REQ	UESTED FOR	: BIRTH CERT	IFICATE – VE	RMONT	
	DOCUM	IENTS REQUI	IRED:		
VALID PASSPORT: PASSPORT TYPE PHOTO COMPANY LETTER: COPY OF INVITATION: OTHER: IF THE CHILD 5 YEARS AGO,	$\frac{N/A}{N/A}$ ON THE BIRT	ITINERA DRIVER RELEAS TH CERTIFICAT			
PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS					
	<u>FEE</u>	S PER PERSO	<u> </u>		
STATE FEE:				\$10.00	
VIP SERVICE	FEE:			\$75.00	
MONEY ORDI	ER FEE:			\$3.00	
OTHER FEES:	:				
*ADD RETUR	N DELIVERY	:			
TOTAL: (N	NO PERSONA	L CHECKS PLE	<b>EASE</b> )		
	*RETUR	N DELIVERY	FEES:		
FED-EX PRIORITY	\$29.00	AVERAGE P	ROCESSING TI	ME 2-3 WEEKS	
FED-EX 2 DAY DELIVERY	\$23.50				
FED-EX 3 DAY DELIVERY	\$19.50	PREPARED I	BY:		
SATURDAY DELIVERY	\$41.50	TODAY'S DA	ATE:		
COMMENTS:					

REVISED: 12-22-08 JEN

(802) 828-3286 FAX (802) 828-3710 vitals@sec.state.vt.us

### **COPY OF A BIRTH OR DEATH RECORD**

<u>Note</u>: The Vermont Vital Registry System did not start until 1857 and the state maintained only a listing of vital events recorded by town clerks from 1857-1908. Copies of certificates were not kept at the State level until after 1909. VSARA has only scattered microfilm copies of town recordings for events prior to 1857.

☐ FULL CERTIFIED COPY WITH SEAL - \$10.00	OR INFORMATIONAL COPY - \$3.00	
Please mail a check or money order (U.S. Funds) made paddressed stamped envelope to the address shown above non-fundable. (For more detailed information on vital recommendable and the commendation of the co	e. \$3.00 of the fee is applied to the search and is	
Please type or print all information clearly.		
1. Name at Birth (or after adoption):		
2. Name at Death:		
3. Date of Birth (if exact date is not known, give approxir	nate):	
4. Date of Death (if exact date is not known, give approx	imate):	
5. Sex: FEMALE MALE		
6. Name of Spouse:		
7. Town or City of Birth:		
8. Town or City of Death:		
9. Mother (maiden name):		
10. Father:		
11. Indicate your relationship to party in question 1:		
12. Number of copies wanted: BIRTH	DEATH BOTH	
13. Any other pertinent information:		
14. This document is needed for:		
APPLICANT INFORMATION	METHOD OF PAYMENT	
Name:	☐ CASH \$	
Address:	☐ CHECK \$	
City/Town:	☐ MONEY ORDER \$	
State/Zip:		
GROUP TO BE SEARCHED:		
1760 – 1870	OFFICE USE ONLY:	
1980 and up are filed in single 1871 – 1908	Date Received by VSARA:	
year groups. Up to 5 years prior to 1909 – 1941 current year is available. <i>More recent</i> 1942 – 1954	Date Necelved by VOANA.	
records must be requested from the 1955 – 1979	RESEARCHER:	

\*\*\*\*REFUNDS ARE NOT ISSUED FOR OVERPAYMENTS OF \$5.00 OR LESS. \*\*\*\*

Last Revised: 9/9/2008

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#### RELEASE LETTER

VITAL RECORDS OFFICE

I,, AUTHORIZE YOUR VITAL RECORDS OFFICE TO DISCUSS THE STATUS OF THE BIRTH CERTIFICAT FOR WITH " <u>VIP SERVICES</u> ", AS THEY WILL BE EXPEDITING MY SERVICE.
I AM THE:
CHILD LISTED ON THE BIRTH CERTIFICATE
BIOLOGICAL MOTHER LISTED ON BIRTH CERTIFICATE
BIOLOGICAL FATHER LISTED ON BIRTH CERTIFICATE
LEGAL REPRESENTATIVE OF THE CHILD/MOTHER/FATHER LISTED ON BIRTH CERTIFICATE
OTHER: (SPECIFY/SHOW RELATIONSHIP)
SINCERELY,
SIGNATURE
NAME-PRINT
THIS SIGNATURE WAS WITNESSED BEFORE ME ON THISOF 20
NOTARY SIGNATURE & SEAL