

Thank you for your recent order. Please be advised that Maryland Vital Records requires the following identity verification documents to process your request.

Instructions For Gathering Required Documentation

- 1 Gather a form of identification from list A -or- two forms of identification from List B below.**

List A - only one document is required:

(No expired documents accepted.)

- U.S. Photo Driver's License
- U.S. Photo ID Card (DMV issued)
- U.S. Issued or Foreign Passport
- U.S. Military ID Card (front and back)

OR

List B - two documents are required:

(At least one must include address)

- Pay stub
- Current car registration
- Bank statement
- Letter from a government agency requesting a vital record
- Lease/rental agreement
- Utility bill with current address
- Copy of income tax return/W-2 form

- 2 Photocopy your identification onto the attached Identity Verification Form, if possible. If necessary, you may submit additional pages.**
- 3 Sign and date the Identity Verification Form.**
- 4 Submit your documentation. Instructions are provided on the following page.**

Instructions For Submitting Your Documentation

OPTION 1: Using a SCANNER

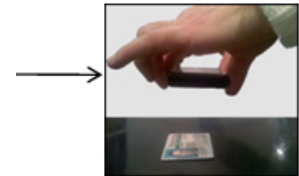


1. Scan the documents that you gathered in the steps on the previous page. Use the signed Identity Verification Form as your cover sheet.
2. Be sure the following information is visible on digital images of identification: Full name and address, signature, license or identification number, and expiration date.
3. Ensure the scanned documents are saved to one or more files on your computer. Only the following file formats can be accepted: bmp, gif, jpg or jpeg, tiff, and pdf.
4. Visit the 'Manage My Order' page on VitalChek.com:
https://www.vitalchek.com/order_status_signon.aspx
5. Enter your order number: **135967932** and PIN: **971340**
6. Select 'Upload Documents Now' under #2 on the 'Completing Your Order' page
7. Select the scanned image file(s) that you wish to upload
8. Attach the scanned image file(s) to your order

OPTION 2: Using a DIGITAL CAMERA or CAMERA PHONE



1. Take a picture of each document that you gathered in the steps on the previous page. Use the signed Identity Verification Form as your cover page.
2. Be sure the following information is visible on digital images of identification: Full name and address, signature, license or identification number, and expiration date
3. Upload or email the image(s) to your computer
4. Visit the 'Manage My Order' page on VitalChek.com:
https://www.vitalchek.com/order_status_signon.aspx
5. Enter your order number: **135967932** and PIN: **971340**
6. Select 'Upload Documents Now' under #2 on the 'Completing Your Order' page
7. Select the uploaded image file(s) that you wish to upload
8. Attach the uploaded image file(s) to your order



OPTION 3: Submitting by FAX (***ONLY if you cannot use option 1 or 2 above.***)

You should only use the fax option if you are unable to use Option 1 or 2 above. Faxes are often rejected by government agencies because they are not legible. Faxed documentation also has to be manually linked to your order, which increases the processing time.

1. Use the attached Identity Verification Form as your Fax Cover Sheet.
2. Make sure all photocopies are legible. Copies of photo identification should be enlarged by approximately 200%, and lightened by 2 shades.
3. Be sure the following information is visible on digital images of identification: Full name and address, signature, license or identification number, and expiration date
4. Fax the Identity Verification Form and any other documentation to (410)-358-7381.

135967932



Identity Verification Form
MARYLAND VITAL RECORDS
6764 B Reisterstown Road Reisterstown Road Plaza
Baltimore , MD 21215

Applicant Name:	Mang Pi	Order Date:	12/13/2021 03:02 PM CST
Certificate Holder Name:	Mang Pi	Order Number:	135967932
Contact Phone:	(704)-953-9209	Order PIN:	971340
Contact Email:	mangpi77@gmail.com	Agency Fax Number:	(410)-358-7381

IMPORTANT

Once your documentation is received, it will be reviewed within 2 business days. Please wait **AT LEAST 2 business days** before contacting our office for a status. You will be notified via email (if provided) once your documentation has been approved. You may also visit the 'Manage My Order' page on VitalChek.com for real-time order status (order number and PIN are required).

Signature and Date Required

Applicant's Signature:

Mang Pi

Date:

12/21/2021