

Application for a Certified Birth Certificate

**** Please read carefully. Complete ALL the items listed below. ****

INSTRUCTIONS:

1. Please complete all items below by printing clearly.
2. Primary identification required. (copy Valid Driver's license, Military ID, Passport)
3. To obtain a certified copy of a birth record, you must show you have a direct interest in the record and need the record to determine personal or property rights. (Indiana Code 16-37-1-8)
4. Proof of relationship is required IF you are requesting a certificate other than your own.
5. Payment: cash, credit and debit card, certified check or money order. NO PERSONAL CHECKS are accepted.
6. Please return to the Health Department with a stamped, self-addressed envelope.

Number of certificates _____ @ \$15 each Total amount enclosed \$ _____

Full name at birth: _____
First Middle Last

Date of Birth: _____ Place of Birth: _____

Full name of Parent 1: _____
(If adopted the adopted parent)

Full Name of Parent 2 including Maiden Name: _____
(If adopted the adopted parent)

Has this person ever been adopted? _____

Has this person ever had a legal name change other than marriage? _____

If yes please provide us the new name _____

Please indicate in the boxes below how you are related to the person on the birth certificate.

Individual named on the record over 18. (under 18 must have letter from parent and copy of parents ID)	Spouse of person named on the record. (with proof of relationship, marriage license)
Parents of person named on record. YOU must be named on the record.	Legal Guardian of person named on record with proof. (Current guardianship paper with raised court seal)
Brother/Sister over 18 with proof of relationship. (copy of your birth certificate with one parent in common)	Adult child of the person named on the record (with proof of relationship. YOUR birth certificate)
Aunt/Uncle of person named on the record with ID and copy of birth certificate of the parent and self	Stepparent with ID and copy of valid marriage certificate and signed authorization including ID from legal parent
Grandparent of person named on record with proof of relationship (your child's birth record)	Attorney with ID and direct interest, state/federal/social agency with id and direct interest on letterhead

Purpose for which record is to be used: _____

Address: _____
Street City State Zip

Phone #: () _____ Today's date: _____

PRINT NAME _____

Signature: _____

Acceptable Identification required To Get a Certificate:

You need One form of Primary Documentation. Documents **MUST be current and valid.**

- Driver's License
- State I.D. card
- Military I.D. with signature
- Passport
- School I.D. with signature and photo (must still be attending)
- Mexico Consular ID card
- Department of Correction I.D. (issued within past 6 months)
- Probation ID card

If you do not have primary documentation, two forms of Secondary Documentation are required.

- Social Security Card or Stamped Printout
- Valid Bankcard with signature
- Valid Indiana Gun Permit with signature
- Valid Motor Vehicle Registration with signature (no titles)
- Expired driver's license (not more than 6 months)
- Signed Rental Agreement/Lease or Signed Loan Agreement/Mortgage (must still own, no payment slips)
- Valid Indiana Professional License
- State Agency Referral (FSSA, Probation Officer, etc.) on letterhead, including person's name and date of birth
- Employment I.D. with signature, photo, date of employment or employee address (no check stubs)
- Previous year's tax return with signature and social security number (no W-2)
- TANF (Welfare), Food Stamp or WIC I.D. cards

Who's Eligible to Obtain a Certificate:

- Individual – with Acceptable Identification only. (If under 18 years of age, also copy of parent or legal guardian's ID, and signed permission letter to obtain certificate)
- Mother/Father – with Acceptable Identification only
- Grandparents – with Identification along with Mother or Father's Birth certificate naming Grandparent
- Legal Guardian – with Identification along with current Guardianship papers (with seal)
- Brother/Sister – with Identification along with birth certificate naming same parent(s)
- Aunt/Uncle – with Identification along with birth certificate of parent and self
- Spouse – with Identification along with valid marriage certificate
- Child/Grandchild (18 years of age) – with Identification along with birth certificate of self and birth certificate of parent naming grandparent
 - Stepparents – with Identification along with valid marriage certificate and signed authorization (including identification) from legal parent
 - Attorney – with Identification with direct interest spelled out on letterhead or court documents
 - State/Federal Agencies – with Work Identification with direct interest spelled out on letterhead, court documents or signed authorization from client(s)
 - Social Agency – with Work Identification w/court appointed documents or signed authorization from client(s)