

Who is Eligible to Obtain a Birth Certificate?

The purchaser must have a “direct interest.” A direct interest is defined as a documented and verifiable financial and legal interest, or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Documentation of eligibility listed and acceptable identification requirement are listed below:

- The individual named on record; 18 yrs. or older
- Parents of individual named on birth certificate (**Must be listed on record**)
- Grandparents (**Must be parent of a parent listed on the record & show birth certificate of said child**)
- Sibling, 18 yrs. or older of individual named on birth certificate (**Must provide birth certificate of self**)
- Child or Grandchild, 18 yrs. or older of individual named on birth certificate (**Must provide birth certificates to show proof of relation**)
- **Current** Spouse of individual named on birth certificate (**Must provide proof of marriage**)
- Aunt or Uncle of individual named on birth certificate **Must provide birth certificates to show proof of relation**)
- Court Appointed Legal Guardian (**Must provide guardianship papers with seal**)
- Attorney representing person named on record (**Must provide direct interest spelled out on letter head or court documents**)
- State and Federal Agencies (**Must provide work ID as well as direct interest spelled out on letter head, court documents or signed authorization from client**)
- Social Agency (**Must provide work ID as well court documents or signed authorization from client**)
- Step-parent (**Must provide proof of marriage**)
- Genealogy- Individual named on certificate must be over 75 years old and deceased (**Must provide proof of death**)

Who is Eligible to Obtain a Death Certificate?

The purchaser must have a “direct interest.” A direct interest is defined as a documented and verifiable financial and legal interest, or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record

Must provide acceptable identification and documentation

- Parents
- Spouse
- Adult Children
- Grandparents
- Adult Grandchildren
- Siblings
- Aunts/Uncles
- Adult Niece/Nephew
- Legal Interest (**Must provide proof of legal relationship; i.e. contract, agreements, titles, court order**)
- Assigned Funeral Home/Director (**Must provide explanation of direct interest on letterhead**)
- Genealogy- Individual named on certificate must be over 75 years old

Documents ordered from the Indiana State Department of Health Vital Records with the exception of P.O. Boxes are only mailed to your current and valid address.

Requests for documents sent without proper identification and/or entitlement documents will be returned without being processed

(1) form of primary documentation or
two (2) secondary documentation listed below:

List A

One (1) form of Primary Picture Documentation **All documents MUST BE CURRENT and VALID**

- Government Issued Driver's License/State I.D. (**FRONT and BACK Required**)
- U.S. Military I.D. (**FRONT and BACK Required**)
- U.S. or Foreign Passport
- Veterans I.D.
- Mexico Consular I.D. (**Green**)

List B

Two (2) forms of Secondary Documentation **All documents MUST BE CURRENT and VALID**

- Signed Social Security Card
- Department of Corrections I.D. Card or Printout that includes picture
- College School I.D. w/ **proof of current enrollment (transcript, letter from administration)**
- Work I.D. Badge w/ **proof of current employment (computerized paycheck stub, letter from employer)**
- Voter Registration card with name and current address
- Current Vehicle Registration with name and current address (**not Title of Ownership**)
- Military Discharge (DD214)
- Home Lease/Rental Agreement, Warranty Deed with name, current address and signature (s)

Amish and /or Religious Exceptions

Requires a letter from the Bishop/Clergy
along with one (1) form of primary documentation or
two (2) secondary documentation listed below:

(1) Primary Documentation

- Non-Photo I.D.

(2) Secondary Documentation

- Signed Social Security Card or IRS form 4029 (exemption of SSN)
- Baptismal Certificate
- Marriage Certificate
- School Records

Please send only legible photo copies of the above documents as originals will not be returned.