

**Birth Certificate**

Name on birth record: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

How many copies? \_\_\_\_\_ (\$15 for 1<sup>st</sup> copy, \$6 for each additional copy)

Mother's Name (with mother's maiden): \_\_\_\_\_

Father's Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Indicate your relationship to the person whose record you have requested:

- Self
- Spouse / Registered Domestic Partner
- Parent
- Federal/State/Local Government Agency or Public School official
- Guardian
- Descendant
- Attorney of person on record
- Genealogist DHHS I.D. # \_\_\_\_\_
- Other \_\_\_\_\_

*By my signature below, I swear/affirm that the information above is true and correct.*

Applicant Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Below line is for Clerk's use only**

**Proof of Identity of applicant:**

**Applicant must provide one of these:**

- Driver's License
- Passport
- Government issued picture I.D.

**OR two of these:**

- Utility bills
- Bank statements
- Vehicle registration
- Income tax return / W2
- Personal Check w/ address
- A previously issued vital record or marriage license
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital birth worksheet
- License/rental agreement
- Pay stub
- Voter Registration card
- Disability award from SSA
- Medicare/Medicaid Insurance Card
- School or Employee Photo I.D.
- Other (items that include the name, address and date of birth) : \_\_\_\_\_

**In order to establish eligibility to acquire record:**

- Related applicants must provide proof of lineage, plus I.D.
- Domestic Partners must provide proof of registration of domestic partnership, plus I.D.
- A spouse must provide proof of marriage, plus I.D.
- Attorneys must provide a signed, notarized release from family, plus I.D.
- Genealogists must provide a state-issued card, plus I.D.
- Government entities must provide written request of agency letterhead, plus I.D. of requestor

**Do not retain copies of proof provided or note any specific numbers**

Clerk's Initial \_\_\_\_\_