



Public Health

Clay County Health Department  
18 N. Walnut St.  
Brazil, IN 47834  
Phone: (812) 448-9021



Public Health

### 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)  
WARNING: False application, altering, mutilating or counterfeiting Indiana Birth Certificates is a criminal offense under Indiana Code 16-1-19-6
4. Proof of relationship is required IF you are requesting a certificate other than your own.
5. Payment: cash or money order. NO PERSONAL CHECKS are accepted.

Number of certificates \_\_\_\_\_ @\$10 each

Full name at birth: \_\_\_\_\_  
First Middle Last

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

Full name of Father: \_\_\_\_\_ State of Birth \_\_\_\_\_  
(If adopted the adopted father)

Full Name of Mother including Maiden Name: \_\_\_\_\_ State of Birth \_\_\_\_\_  
(If adopted the adopted mother)

Has this person ever been adopted? Yes \_\_\_ No \_\_\_ If yes, Please give name after adoption; \_\_\_\_\_

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

<input type="checkbox"/>	Self- Individual named on the record over 18. (under 18 must have letter from parent and copy of parents ID)	<input type="checkbox"/>	Spouse of person named on the record. (with proof of relationship, marriage license)
<input type="checkbox"/>	Parents of person named on record. YOU must be named on the record.	<input type="checkbox"/>	Legal Guardian of person named on record with proof. (Current guardianship paper with raised court seal)
<input type="checkbox"/>	Brother/Sister over 18 with proof of relationship. (copy of your birth certificate with one parent in common)	<input type="checkbox"/>	Adult child of the person names on the record (with proof of relationship. YOUR birth certificate)
<input type="checkbox"/>	Aunt/Uncle of person named on the record with ID and copy of birth certificate of the parent and self	<input type="checkbox"/>	Stepparent with ID and copy of valid marriage certificate and signed authorization including ID from legal parent
<input type="checkbox"/>	Grandparent of person named on record with proof of relationship (your child's birth record)	<input type="checkbox"/>	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: \_\_\_\_\_

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



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### 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)