

Eligible people who may obtain a Birth Certificate:

1. The registrant. The person named in the record.
2. The parent, child, brother, sister, spouse, grandparent, legal guardian or managing conservator of the registrant.
3. Legal representative, agent or other person acting under contract for the registrant must provide a letter of permission and a copy of identification from the registrant.
4. An applicant must provide all necessary information and show proper identification prior to obtaining the certificate.

Information needed to obtain a Birth Certificate:

- Full name on certificate
- Date and place of birth
- Father's full name
- Mother's full maiden name
- Name, address and phone number of the requester
- Relationship to the person on record
- Valid picture identification (Driver's license preferred)
- Purpose for obtaining the record

Eligible people who may obtain a Death Certificate:

1. The parent, child, brother, sister, spouse, grandparent, legal guardian or managing conservator of the registrant.
2. Legal representative, agent or other person acting under contract for the registrant must provide a letter of permission and a copy of identification from the registrant.
3. An applicant must provide all necessary information and show proper identification prior to obtaining the certificate.