

No personal checks. If using a credit/debit card there will be a 2.4% surcharge or \$1 minimum.



Customer understands an Abstract Birth Certificate may not be suitable for a passport or other purposes.
Signature: _____

Krystal Valdez, County Clerk
109 S. Jackson St., Waxahachie, TX 75165 - Phone Number: (972) 825-5070

BIRTH OR DEATH APPLICATION (TEXAS ONLY)

Please see back of form for complete instructions and eligibility requirements

A NON-REFUNDABLE SEARCH FEE WILL APPLY FOR ALL RECORDS NOT FOUND

\$23.00 Birth Certificate Search Fee - \$21.00 Death Certificate Search Fee *Health and Safety Code 191.0045

BIRTH / NACIMIENTO EACH CERTIFIED COPY: \$23.00 NUMBER OF COPIES: _____

*Abstract Birth Certificate will be issued if Ellis County is not the local Registrar

First Name – Primer Nombre	Middle Name – Segundo Nombre	Last Name Given at Birth – Apellido de Nacimiento
Date of Birth – Fecha de Nacimiento	Place of Birth – Lugar de Nacimiento	Born at Home or Hospital (circle one) Nacido en Casa o Hospital (circular uno)
Parent 1 First Name – Primer Nombre de Padre 1	Middle Name – Segundo Nombre	Last Name Given at Birth – Apellido de Nacimiento
Parent 2 First Name – Primer Nombre de Padre 2	Middle Name – Segundo Nombre	Last Name Given at Birth – Apellido de Nacimiento

DEATH / DEFUNCION FIRST CERTIFIED COPY: \$21.00 NUMBER OF COPIES: _____

ADDITIONAL CERTIFIED COPIES OF THE SAME RECORD ARE \$4.00 EACH

First Name – Primer Nombre	Middle Name – Segundo Nombre	Last Name – Apellido
Date of Death – Fecha de Defuncion	Place of Death – Lugar de Defuncion	
Parent 1 First Name – Primer Nombre de Padre 1	Middle Name – Segundo Nombre	Last Name Given at Birth – Apellido de Nacimiento
Parent 2 First Name – Primer Nombre de Padre 2	Middle Name – Segundo Nombre	Last Name Given at Birth – Apellido de Nacimiento

APPLICANT INFORMATION / INFORMACION DEL SOLICITANTE

Name/Nombre: _____

Reason for obtaining certificate/Razon para obtener el registro: _____

Relationship to the person on certificate/Su relacion a la persona en el registro: _____

Address/City/State/Zip – Domicilio/Ciudad/Estado/Codigo Postal

Telephone Number/Numero de Telefono

Signature/Firma

Date/Fecha

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000.00 (Health and Safety Code, Ch. 195, Sec. 195.003)

Date Issued: _____ Credit Card Conf. # _____

Issued: _____ Issuing Clerk: _____ Certificate #(s): _____

A **Birth** Record is public information and available to the public on or after the 75th anniversary of the date of birth as shown on the record filed with the Bureau of Vital Statistics or local registration official.

Government Code 552.115 (a) (1).

Instructions to obtain a Texas BIRTH Certificate:

- Complete the section of the application labeled BIRTH.
 1. Enter Number of Birth Certificates being purchased. Each certified copy is \$23.00.
 2. Enter the first name, middle name and last name of the person on the certificate.
 3. Enter the date of birth and place of birth information.
 4. Enter Parent 1's first name, middle name and last name given at birth.
 5. Enter Parent 2's first name, middle name and last name given at birth.
- Enter your relationship to the person on the record that is being requested.
- Enter a specific reason why the record is being obtained.
- Sign the request.
- Enter a mailing address.
- Enter a daytime phone number where you can be reached.
- You must show valid, U.S. government issued identification.

A full reproduction of the original Birth Certificate will be issued if Ellis County is the local registrar.

An Abstract Birth Certificate will be issued if the birth occurred in another Texas county.

A **Death** Record is public information and available to the public on or after the 25th anniversary of the date of death as shown on the record filed with the Bureau of Vital Statistics or local registration official.

Government Code 552.115 (a) (2).

Instructions to obtain a DEATH Certificate:

- Complete the section of the application labeled DEATH.
 1. Enter number of Death Certificate copies being purchased. The 1st certified copy is \$21.00. Additional copies of the same record are \$4.00 each.
 2. Enter the first name, middle name and last name of the person on the certificate.
 3. Enter the date of death and place of death information.
 4. Enter Parent 1's first name, middle name and last name given at birth.
 5. Enter Parent 2's first name, middle name and last name given at birth.
- Enter your relationship to the person on the record that is being requested.
- Enter a specific reason why the record is being obtained.
- Sign the request.
- Enter a mailing address.
- Enter a daytime phone number where you can be reached.
- You must show valid, U.S. government issued identification.

Who can obtain certified copies of a Birth or Death Certificate?

- The registrant or an immediate family member (Parents, children, spouses, siblings, legal guardian or grandparents of the registrant. TAC, Title 25, Rule 181.13 (13)
Note: a father or paternal grandparent may not obtain his child's Birth Certificate if the father's name is not listed on the record unless a certified copy of a court order that names him as the father can be provided.
- If you are not an immediate family member, you must provide a certified copy of legal documentation that states the requestor's direct and tangible interest in the record.