



OFFICE OF DIANE TRAUTMAN

COUNTY CLERK, HARRIS COUNTY, TEXAS

P.O. Box 1525 • Houston, TX 77251-1525 • 713-755-6411

www.cclerk.hctx.net

APPLICATION FOR CERTIFIED COPY OF TEXAS BIRTH OR DEATH CERTIFICATE

REQUESTED BIRTH _____
CERTIFIED COPIES X \$23.00 = _____

REQUESTED DEATH _____
CERTIFIED COPY X \$21.00 = _____

TOTAL ENCLOSED = _____

ADDITIONAL COPIES OF
SAME RECORD X \$4.00 = _____

DEPARTMENT _____

TOTAL ENCLOSED = _____

FILE# _____ CERT # _____

1. Full Name of Person on Record	First Name	Middle Name		Last Name
2. Date of Birth or Death	Month	Day	Year	3. Sex
4. Place of Birth or Death	City or Town	County		State
5. Full Name of Parent 1	First Name	Middle Name		Maiden Name / Last Name
6. Full Name of Parent 2	First Name	Middle Name		Maiden Name / Last Name

7. APPLICANT'S NAME: _____ 8. TELEPHONE #: _____
(MON-FRI 8:00 A.M. - 4:30 P.M.)

9. MAILING ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

10. RELATIONSHIP TO PERSON NAMES IN ITEM NO. 1: _____

11. PURPOSE FOR OBTAINING THIS RECORD: _____

12. ADDITIONAL IDENTIFYING INFORMATION FOR DEATH CERTIFICATE.

BIRTH DATE: _____ BIRTH PLACE, ETC. _____

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. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003)

13. _____
SIGNATURE OF APPLICANT

DATE

IDENTIFICATION TYPE _____
Drivers License, I.D. Card, etc.

NUMBER: _____
On Drivers License, I.D., Card, etc.

INSTRUCTIONS FOR APPLICATION FOR CERTIFIED COPY OF TEXAS BIRTH OR DEATH CERTIFICATE

Check the appropriate box for either a Texas Birth or Death record.

Indicate the number of records requested and compute the amount of money to be sent. **PLEASE DO NOT SEND CASH OR PERSONAL CHECKS THROUGH THE MAIL. PLEASE SEND EITHER A CASHIER'S CHECK OR MONEY ORDER MADE PAYABLE TO: HARRIS COUNTY CLERK**

Item 1. Name of Record:

State the **FULL NAME** of the person shown on the record being requested.

Item 2. Date of Event: (The date of the birth OR death.)

Give the exact date of the birth or day the person died. (If you do not know the exact date of death, then give the date the person was last known to be alive.)

Item 3. Sex: Enter Male or Female.

Item 4. Place of Event:

State the name of the city or county in which the birth or death occurred. (If you do not know the exact place of death, show the last address known when the person was alive.)

Item 5. Full Name of Parent 1:

Give the full name of Parent 1 including Maiden name if applicable of the person shown on the record.

Item 6. Full Name of Parent 2:

Give the full name of Parent 2 including Maiden name if applicable of the person shown on the record.

Item 7. Applicant's Name:

Give YOUR full name

Item 8. Telephone Number:

Give us a telephone number with area code where you can be reached between the hours of 8:00 A.M. and 4:30 P.M. (Central Time) Monday through Friday.

Item 9. Mailing Address:

Give us a complete current mailing address.

Item 10. Relationship to person named on the record.

State how you are related to the person whose record you are requesting.

Item 11. Purpose for obtaining this record:

State the reason or purpose for which you are requesting this record.

Item 12. ADDITIONAL IDENTIFYING INFORMATION FOR DEATH CERTIFICATE:

This additional information assists our staff in positively identifying a record when exact dates, places and spellings of the name(s) are not known for a death certificate.

Birth date of the deceased

Birthplace of the deceased

Any other information that would be helpful in identifying the record of an individual

Item 13. SIGN AND DATE THE APPLICATION. ENCLOSE A PHOTOCOPY OF YOUR VALID IDENTIFICATION AND THE NOTARIZED PROOF OF IDENTIFICATION FORM NO. D-02-83. MAIL TO ADDRESS AT TOP OF APPLICATION FORM WITH THE CORRECT FEE(S).

NOTE:

Fees are subject to change without notice (call 713 / 755-6438 for fee verification)

Birth records are confidential for 75 years and death records for 25 years; therefore, issuance is restricted.

Administrative rules require that on restricted records, all identifying information (items 1 - 6), relationship (item 10), and purpose (item 11) be provided in order to issue the record.