MARY LOUISE GARCIA
COUNTY CLERK
200 TAYLOR ST. STE. 301, FORT WORTH, TX, 76196

BIRTH OR DEATH CERTIFICATE APPLICATION

Please see back of form for complete instructions and eligibility requirements

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

$22.00 Birth Certificate Search Fee - $20.00 Death Certificate Search Fee

Health and Safety Code 191.0045 (a) (1), (e) (3)

PLEASE PRINT

1. BIRTH

EACH CERTIFIED COPY IS $23 **HOW MANY? _____**

Abstract will be issued if Tarrant County is not the local registrar. Abstracts may not be suitable for a passport

2.	First Name	Middle Name	Last Name	
3.	Date of Birth	City or Town	County	State
4.	Father's First Name	Middle Name		Last Name
5.	Mother's First Name	Middle Name		Maiden Name

1. DEATH

FIRST CERTIFIED COPY IS $21

ADDITIONAL COPIES OF THE SAME RECORD ARE $4 EACH **HOW MANY? _____**

2.	First Name	Middle Name	Last Name	
3.	Date of Death	City or Town	County	State
4.	Father's First Name	Middle Name		Last Name
5.	Mother's First Name	Middle Name		Maiden Name

What is your relationship to the person on the record? _____

State your reason for obtaining certificate (**PLEASE BE SPECIFIC**):_____

_____
Signature of Applicant

_____
Address of Applicant

_____
Phone Number

If mailed, please include a legible photocopy of your valid Government Issued ID, sworn statement, a self-addressed stamped envelope and a check or money order made payable to:

MARY LOUISE GARCIA, COUNTY CLERK

And mail to:
200 Taylor St., Suite 301
Fort Worth, TX
76196
***All mail requests are completed within 72 hours from time**

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)

OFFICE USE ONLY

Issued to:_____ Date issued_____

Type of I. D._____ Control #_____ Clerk Initials _____

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 how many birth certificates will be 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 the Father's first name, middle name and last name.
  5. Enter the Mothers first name, middle name and maiden name (birth last name).
- 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 Tarrant 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 and 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 how many death certificates will be 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 the Father's first name, middle name and last name.
  5. Enter the Mothers first name, middle name and maiden name (birth last name).
- 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.

Please Note:
The Tarrant County Vital Records office is not the local registrar for all Tarrant County birth and death records. Please contact the applicable City Hall for a birth or death certificate if the event occurred within the city limits of **Arlington** after 1971, **Bedford** after 1972, **Benbrook** after 1987, **Grapevine** after 1973, **Keller** after 1987, or **Mansfield** after 1987.

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 181.1 (13)
  Note: A father may not obtain his child's birth certificate if his 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.

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of Texas, that I am an authorized person, as defined in Texas Health and Safety Code, and am eligible to receive a certified copy of the birth or death certificate of the following individual(s):

Part I. ENTER NAME AND DATE OF BIRTH/DEATH	
FULL NAME OF PERSON ON RECORD	DATE OF BIRTH/DEATH

Part II. ENTER RELATIONSHIP TO PERSON ON RECORD AND THE TYPE OF ID USED.	
NAME AND RELATIONSHIP TO PERSON ON RECORD	TYPE AND NUMBER OF ID ACCEPTED WHEN NOTARIZED

CERTIFICATE OF ACKNOWLEDGMENT

Part III. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

THE STATE OF _____

COUNTY OF_____

Before me, _____ on this day personally appeared
Name of Notary Public

_____to be the person whose name is subscribed to the
Name of Applicant

foregoing instrument and acknowledged to me that __he__executed the same for the purposes and

consideration therein expressed.

Given under my hand and seal of office, this _____day of_____, 20_____

(Seal)

_____
(Signature of Notary Public)

MAIL THE APPLICATION, SWORN STATEMENT, PHOTOCOPY OF YOUR VALID PHOTO ID AND FEE TO:
Mary Louise Garcia, County Clerk
200 Taylor St., Suite 301
Fort Worth, TX 76196

(APPLICATIONS WITHOUT PHOTO ID AND THE ATTACHED SWORN STATEMENT WILL NOT BE PROCESSED)