

APPLICANT'S NAME: _____
Last First Middle

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AMOUNT ENCLOSED: _____ TELEPHONE #: _____
(8AM - 5PM - MON-FRI)

DELAYED CERTIFICATE REQUIREMENTS

If the person who needs the certificate is **15** years of age or older, **three records are required**. All three records must show date of birth or age and place of birth. One of these records must also include parents' names. Original records or certified copies will be returned.

Any records, other than an affidavit, **must be five years old or older**.

We will accept only **one** affidavit for evidence.

If the person needing the birth certificate is under 15 years of age, **two records are required**. Both records must show date of birth or age and place of birth. One of these records must also include parents' names. Only **one** record may be an affidavit.

EXAMPLES:

RECORDS THAT MAY SHOW PARENTS' NAMES:

Birth Certificates of Children
Church Record
School Record
Discharge Record (DD214)
Selective Service Card
Insurance Policy Application
Doctor, Hospital or Clinic Record

Affidavit signed by parent, grandparent, older brother,
older sister, aunt, uncle or cousin.
Baptismal Certificate
Social Security Application (**Do Not send Social Security Card**)
Doctor, Hospital or Midwife's record of birth

DELAYED CERTIFICATE OF BIRTH FORM

- COMPLETE ITEMS 1-13 ONLY, DO NOT WRITE OR TYPE BELOW THE DOUBLE LINE.
- DO NOT SHOW ANY MARRIED NAMES IN ITEMS 1 AND 8
- THE PERSON NEEDING THE BIRTH CERTIFICATE MUST SIGN ITEM 10 BEFORE A NOTARY PUBLIC.
- IF THIS PERSON IS NOT ABLE TO SIGN OR IS A MINOR, A LEGAL REPRESENTATIVE MAY SIGN.
- ITEM 11 MUST SHOW THE COMPLETE ADDRESS OF THE PERSON WHO SIGNS ITEM 10
- THIS FORM WILL BECOME THE BIRTH CERTIFICATE, PLEASE COMPLETE AS NEATLY AS POSSIBLE.

DELAYED CERTIFICATE FILING

THE FILING FEE IS \$25.00. THE FEE TO ISSUED EACH CERTIFIED COPY IS \$11.00

**PLEASE RETURN: THIS FORM
THE DELAYED CERTIFICATE OF BIRTH FORM
THE REQUIRED DOCUMENTS
THE FEE OF \$36.00**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE AT (512) 458-7384

