



# Birth Certificate Application by Mail

**\*Please note that the Tippecanoe County Health Department can only issue certificates for births that took place in Tippecanoe County\***

## Individual Named on Birth Record:

FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME (MAIDEN NAME) \_\_\_\_\_

Date of Birth \_\_\_\_\_ MALE  or FEMALE  Number of Copies \_\_\_\_\_

Where was the child born? Please Circle One: Home Hospital Franciscan Health IU Arnett St. Elizabeth

Parent #1 Full Name at Birth \_\_\_\_\_

FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ (Maiden Name for Verification) \_\_\_\_\_

Parent #2 Full Name at Birth \_\_\_\_\_

FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ (Maiden Name for Verification) \_\_\_\_\_

## WHO ARE YOU?

Please Check One	Relationship	Documentation
<input type="checkbox"/>	I am getting my own birth certificate	Please Provide Your ID
<input type="checkbox"/>	I am the Mother	Please Provide Your ID
<input type="checkbox"/>	I am the Father	Please Provide Your ID
<input type="checkbox"/>	I am the Grandmother or Grandfather	Please Provide Your ID & Birth Certificate of Your Child
<input type="checkbox"/>	I am the Guardian	Please Provide Your ID & Guardianship Papers
<input type="checkbox"/>	I am the Brother or Sister	Please Provide Your ID & Your Birth Certificate
<input type="checkbox"/>	I am the Son or Daughter	Please Provide Your ID & Your Birth Certificate
<input type="checkbox"/>	I am the Husband or Wife	Please Provide Your ID & Proof of Marriage

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

### NO PERSONAL CHECKS

Certified Birth Certificates are \$10.00 Each. We accept Cash, Cashier Check or Money order  
See required Documents Form  
To Obtain a Copy of a Birth Record by Mail:

- o Completion of this form
- o Legible photocopy of requestor's identification
- o Cash, Cashier's check, or money order made payable to Tippecanoe Co Health Department
- o Please provide a self-addressed stamped envelope
- o **Mail your request to: Tippecanoe Co Health Dept- Vital Records 1950 S 18<sup>th</sup> Street Lafayette, In 47905**

**WARNING: False application, altering, mutilating, counterfeiting Indiana birth certificates is a criminal offense under IC16-1-19-G & IC16-1-15-4**



## **Required Document Form**

### **Acceptable Identification required To Get a Certificate:**

You need **ONE form of Primary Documentation**. Documents MUST be current and Valid. No Temporary IDs.

- Driver's License
- State ID Card
- Military ID with Signature
- Passport
- Consular ID card
- Department of Correction ID (issued within past 6 months)

If you do not have primary documentation, **TWO forms of Secondary Documentation** are required.

- Social Security Card
- Marriage Application/License certified copy
- Expired Driver's License
- Valid Bankcard with Signature (NO CREDIT CARD)
- Health Insurance card with Name (includes Hoosier Healthwise)
- Valid Indiana Gun Permit or hunting license with signature
- Valid Indiana Professional License ex: nursing license
- Employee ID with printed name and photo
- TANF, Food Stamps or WIC ID cards with signature

### **Who's Eligible to Obtain a Certificate:**

- **Individual** – with acceptable identification only.
- **Parent listed on record-** with acceptable identification only
- **Grandparents-**with Identification along with Mother or Father's Birth certificate naming Grandparent
- **Legal Guardian-** with Identification and current guardianship papers
- **Brother/Sister-** With Identification and birth certificate naming same parents
- **Spouse-** with Identification along with valid marriage certificate