

# 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 Select 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?

<u>Please Check One</u>	<u>Relationship</u>	<u>Documentation</u>
<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: \_\_\_\_\_

**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 629 N 6<sup>th</sup> St Lafayette, In 47901

## 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