



**For mail in requests, NOTARIZE PAGE 3 OF THIS FORM, INCLUDE ALL 3 PAGES, PHOTOCOPY YOUR ID, ENCLOSE PAYMENT, and send to:**

**Leon County Clerk**

PO Box 98, Centerville, TX 75833  
Or 155 N. Cass Street, 1<sup>st</sup> Floor, Centerville, TX 75833  
Tel. – 903-536-2352  
<http://www.co.leon.tx.us>

**WARNING:** The penalty for knowingly making false statement on this form is a third degree felony and may be punishable with up to 2-10 years in prison and a fine of up to 10,000 (Health and Safety Code of Texas, Chapter 195, Sec. 195.003)

**Who can apply for Vital Statistics documents? The areas below show who is eligible, as there are restrictions:**

**DEFINITIONS OF IMMEDIATE FAMILY MEMBERS:**

- Parent(s):** The name(s) shown on the legal registration of birth or as recognized by court documents, also step-parents, parents-in-law.
- Children:** Step-children, daughters-in-law, sons-in-law.
- Siblings:** Step-siblings, half-siblings, siblings-in-law.
- Grandparents:** Step-grandparents, grandparents-in-Law

**Birth**

- The person whose name is on the birth registration.
- The parent(s) of the person whose birth is registered as established by registration documents or by court documents.
- If the father's name does not appear on a Certificate of Birth, he cannot apply for the certificate.
- Immediate family members (see above).
- A party that has direct, tangible and legal interest.
- Qualified applicant must provide official photo identification.
- Birth facts can be issued for births occurring within the state of Texas.
- Certificates are not available for out-of-state or foreign country births.

**Death**

- Immediate family members (see above).
- Party having a direct, tangible and legal interest in the certificate.
- Deaths occurred within Leon County.
- Qualified applicant must provide official photo identification.
- Certificates are not available for out-of-state or foreign country deaths.
- If divorced at time of death, certificate is not available to former spouse unless documentation is provided showing tangible and legal interest in the certificate.

**EXCEPTIONS**

When a birth record is 75 years or older, anyone may apply for that record, but must provide valid ID.

When a death record is 25 years or older, anyone may apply for that record, but must provide valid ID.

**PAGE 2 - NOTARIZED PROOF OF IDENTIFICATION-REQUIRED**

<b>PART I. ENTER NAME, DATE AND PLACE OF BIRTH/DEATH, AND NAMES OF PARENTS AS INFORMATION APPEARS ON BIRTH/DEATH CERTIFICATE</b>			
FULL NAME OF PERSON ON RECORD		DATE OF BIRTH/DEATH	
PLACE OF BIRTH/DEATH (CITY OR COUNTY)			SEX
FULL NAME OF PARENT 1		FULL NAME OF PARENT 2	

<b>PART II. ENTER RELATIONSHIP TO PERSON ON RECORD AND THE TYPE OF ID USED.</b>	
NAME AND RELATIONSHIP TO PERSON ON RECORD	TYPE AND NUMBER OF ID ACCEPTED WHEN NOTARIZED

**AFFIDAVIT OF PERSONAL KNOWLEDGE**

<b>PART III. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.</b>
STATE OF _____
COUNTY OF _____
Before me on this day appeared _____ (name)
now residing at _____ (Address) (City) (State)
who is related to the person named in Part I as _____ and who on oath deposes (relationship)
and says that the contents of this affidavit are true and correct.
Signature _____
Sworn to and subscribed before me, this ____ day of _____, 20 ____ <small>(Please place notary stamp in space below)</small>
Signature of Notary Public
Commission Expires
Typed or Printed Name
Street Address
City, State and Zip

**WARNING: IT A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003)**

**MAIL THIS SWORN STATEMENT, APPLICATION, PAYMENT (MONEY ORDER OR CASHIER CHECK) AND A PHOTOCOPY OF YOUR VALID PHOTO ID TO:**

**LEON COUNTY CLERK  
PO BOX 98  
CENTERVILLE, TX 75833**

**(APPLICATION WITHOUT THE SWORN STATEMENT AND PHOTO ID WILL NOT BE PROCESSED)**