

LEON COUNTY APPLICATION FOR BIRTH/DEATH CERTIFICATE PLEASE INCLUDE A COPY OF YOUR I.D.

INSTRUCTIONS

- •Read all instructions carefully before completing application. If any part of the application is left blank, it will be returned.
- Ensure Eligibility see back of this application.

NOTE: State law requires that any time a search for a certificate is conducted and it is not found a "SEARCH FEE" equal to the certificate fee will be charged. Search fees are not refundable or transferable.

					<u> </u>	
Your Name						
Phone Number						:
City	State		Zip Code			
Reason Certificate Required						
State your relationship to person nam	ned on certificate					
☐ Yes, I wish to voluntarily contribution Childhood Coordination of the Healt	nte \$5 to promote healthy h and Human Services C	early childhood commission.	by supporting the Te	exas Home Vis	iting Program administ	ered by the Office of Early
Your Signature X						Date Signed
BIRTH						Type Quantity
Last Name	First Name	Middle Na	me		Sex □ M □ F	Full Size \$23.00
Date of Birth	City AND County of	Birth	Name of Hospital		-	
Father's Last Name	Father's First	Name	F	ather's Middle	Name	
Mother's Maiden Name	Mother's Fi	irst Name	M	lother's Middle	Name	
To your knowledge, has there ever be	en a name change, adop	tion, or amendm	ent filed to this certif	icate?	If so, please explain _	
DEATH			•			Type Quantity
Last Name of Deceased	First Nam	ie	Middle	Name	Sex □ M □ F	Certified Copy \$21.00
Date of Death	Place of Death				Marital Status ☐ Single ☐ Married ☐ Widow	Extra Copy \$ 4.00
Last Name of Father	First Name	Mid	dle Name		Divorced	
Maiden Name of Mother	First Name	Midd	lle Name		_	
OFFICE USE ONLY					1	
Clerk Christie Wakefield, Leon C	ounty Clerk			Total Nun	ber of Certificates	
Local Registrar Number #145				Certificate	number	\
Batch Number #01	Da	te		Deputy Cl	erk	-

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, 1st 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

FULL NAME OF PERSON ON RECORD	DATE OF BIRTH/DEATH	DATE OF BIRTH/DEATH		
PLACE OF BIRTH/DEATH (CITY OR COUNTY)	SEX			
FULL NAME OF PARENT 1	FULL NAME OF PARENT 2			
PART II. ENTER RELATIONSHIP TO PERSON ON RECORD	O AND THE TYPE OF ID USED.			
NAME AND RELATIONSHIP TO PERSON ON RECORD	TYPE AND NUMBER OF ID ACCEPTED WHEN NOTARIZED			

AFFIDAVIT OF PERSONAL KNOWLEDGE

DADT III TIIIO OCCATION MILET DE CIONES			
PART III. THIS SECTION MUST BE SIGNED	OIN THE PRESENCE (OF A NOTARY PUBLIC	<u>.</u>
STATE OF			
COUNTY OF			
Before me on this day appeared			
(n	iame)		
now residing at(Address)	(City)		(State)
who is related to the person named in Part I a	hip)	and who on oath deposes	
and says that the contents of this affidavit are	true and correct.		
		Signature	
Sworn to and subscribed before me, this Please place notary stamp in space below)	day of	. 20 .	<u>. </u>
Please place notary stamp in space below)	day of	. 20 .	
Please place notary stamp in space below) Signature of Notary Public Commission Expires	day of	. 20 .	
Please place notary stamp in space below) Bignature of Notary Public Commission Expires		. 20 .	
Sworn to and subscribed before me, this		. 20 .	

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)