

## Instructions for Completing Birth or Death Certificate Application

### **Please print clearly and complete the entire application.**

For certified birth certificates, check the size and number of the birth certificates you are requesting. The sizes of the birth certificate are short and long. If you need the birth certificate to get a passport, a long form copy should be requested. Long form birth certificates are available for Waco births only. The fee for each birth certificate is \$23.00. There is a \$10.00 fee to expedite requests that are received by mail, email or fax. If you choose the expedited fee, your request will be processed the day we receive it and it will be mailed back to you by regular mail.

For certified death certificates, check the number of death certificates you are requesting. The first death certificate is \$21.00 and any additional copies are \$4.00 each. Also, indicate if you would like to add the \$10.00 fee to expedite your request.

#### Page 1 of application:

1. Print the name of the person whose birth or death certificate you are requesting.  
First, Middle, Last Name
2. If you are requesting a birth certificate, give the date of birth.
3. If you are requesting a death certificate, give the date of birth if known and date of death.
4. Print the city and county where the birth or death occurred.
5. Print father's name (if applicable).
6. Print mother's maiden name (her name at the time of her birth).
7. Print your complete name.
8. Print your phone number.
9. Print your address.
10. Print your email address.
11. Print your relationship to the person listed in #1.
12. Please give the reason you need the certificate (this will insure we issue the correct certificate).
13. Please sign and date your application.

#### Page 2 of application:

##### Part I

Enter name, date and place of birth/death, and names of parents as information appears on birth/death certificate.

##### Part II

Enter relationship to person on record and type of ID used.

##### Part III

Sign this document in the presence of a notary public.

You can mail, fax, or email the application to our office with a copy of your identification (driver's license, state issued ID card, work ID, school ID etc).

Effective September 1, 2015, Senate Bill 200, article 5 amended Section 191.0031 of the Texas Health and Safety Code to state that a local registrar may not issue a certified copy of a record to a person who has applied for the record by mail, fax, or email unless the person has provided a notarized proof of identity.

**A NOTARIZED PROOF OF IDENTITY IS INCLUDED ON PAGE 2 OF THE BIRTH AND DEATH APPLICATION. THE PROOF OF IDENTITY MUST BE COMPLETED TO OBTAIN A BIRTH OR DEATH CERTIFICATE BY MAIL, FAX OR EMAIL**

Our mailing address is:

Waco McLennan County Public Health District  
Vital Statistics  
225 West Waco Drive.  
Waco, TX 76707

Phone: (254) 750-5462

Fax: (254) 750-5455

Email: [Registrar@WacoTx.gov](mailto:Registrar@WacoTx.gov)