

Instructions for Completing the Birth /Death Certificate Application

Please print clearly and complete the application in its entirety. A copy of your state issued identification, driver's license, or government issued identification along with the application is required for processing. Failure to comply may result in the application being denied and not processed.

Birth certificates are available in two sizes, abstract and long form. **Long form birth certificates are required for passports and are available for Waco births only.** The fee for each birth certificate, regardless of size, is \$23.00. There is only one size for death certificates; the first copy is \$21.00, and each additional copy is \$4.00 during the same transaction. Expedited mail-in requests are available for an additional \$10.00. If you chose to expedite, the request will be processed the same day of receipt and sent out via the United States Postal Service. **Please make checks/money orders payable to: The City of Waco (abbreviated C.O.W.)**

Application

- **Person on Record**
 - Circle birth or death certificate. Death certificates require the decedents social security number.
 - Name of the individual. For birth certificates, please provide name at birth (maiden name of females). For death certificates, please provide the name at the time of death.
 - Date of birth for birth certificates and date of death for death certificates.
 - Circle the Gender/Sex of the person on record at the time of birth.
 - City, county, and state for place of birth or place of death.
 - Parent(s) name of the individual's record requested. Order in which you provide parent's name does not matter. Please make sure to provide mother's maiden name.

- **Applicant**
 - Print **YOUR** name as it appears on your identification as the one requesting the record.
 - Provide your current address or the address you want the record to be mailed to.
 - Provide a telephone number you may be reached at for questions.
 - Circle **YOUR** relationship to the individual you are requesting the record on.
 - Circle the purpose of the record so we provide you with the appropriate record. If your reason is not listed, please circle other and write the reason in the blank space provided.

- **Number of Certificates**
 - Let us know which form you are requesting by providing the number of copies in the box provided.
 - Let us know if you would like your request to be expedited by checking the box provided.
 - Please sign and date the document for application processing.

Notarized Proof of Identification

This form must be completed in the presence of a Notary and filled out in its entirety.

- **Part I: - To be completed by applicant**
 - Print the individual's full name as it appears on the record requested.
 - Print the date of birth for birth certificates and date of death for death certificates.
 - Provide the city or county where the birth or death occurred.
 - Provide the sex of the individual at the time of birth.
 - Provide the full name of the parents of the individual for which the record is being requested.
- **Part II- To be completed by applicant**
 - Provide **YOUR** relationship to the individual of the record requested.
 - Provide the type of identification provided to the notary. *A copy must be mailed with your application.*
- **Part III- To be completed by and in the presence of a Notary.**

Once both pages are complete, mail it to:

Waco McLennan County PHD- Vital Statistics Department
225 W. Waco Dr. Room 110
Waco, Texas 76707

For questions, please contact our office at 254-750-5482 or by email at registrar@wacotx.gov.

Make checks/money orders payable to: The City of Waco (abbreviated C.O.W.) Failure to do so may result in a returned application.

Please note that we do not accept any applications by fax or email.