

Birth Records

Birth records are filed in the county where the birth actually occurred.

WARNING: FALSE APPLICATION, ALTERING, MUTILATING OR COUNTERFEITING INDIANA BIRTH CERTIFICATES IS A CRIMINAL OFFENSE UNDER IC 16-37-1-10(a).

All requests require proper identification, proof of relationship, or direct interest to the person named on the record. Requests without proper identification or documentation will not be processed.

Identification requirements may be fulfilled by submitting one valid Primary Document or two valid Secondary Documents. All documents must be current and valid; expired documents are not acceptable.

Accepted Primary Documents (One Form of Identification):

- Government Issued Driver's License / State ID – address listed must match shipping address
- Military ID
- Passport
- Department of Correction ID – issued within past 6 months
- School ID – must be currently enrolled
- Work ID – must be currently employed
- Veterans ID
- Green Mexico Consular ID

Accepted Secondary Documents (Two Forms of Identification):

- Verification of Employment on letter head – including date of employment, employee's address, and manager's name and signature
- Voter Registration – with signature
- Current Vehicle Registration – with signature (not Title of Ownership)
- Previous Year's Tax Return (1040) – with signature and social security number
- Probation Documents or Statement from Probation Officer on letter head – including person's name and date of birth
- Signed Mortgage or Home Rental Agreement
- Signed Social Security Card
- Military Discharge (DD-214)
- Gun Permit with Signature – Indiana ONLY
- Professional License – Indiana ONLY

Amish Documentation Requirements (Two Forms of Identification):

- Non-Photo ID
- Baptismal Certificate
- Marriage Certificate
- Social Security Card
- School Records

SWITZERLAND COUNTY HEALTH DEPARTMENT
PO BOX 14, VEVAY IN 47043
PHONE 812-427-3220 FAX 812-427-0235

APPLICATION FOR BIRTH CERTIFICATE

YOU MUST BE 18 YEARS OR OLDER TO APPLY FOR A BIRTH CERTIFICATE AND YOU MUST PRESENT AN ID.

To obtain a certified copy of a birth record, you must show you have a direct interest in the record and need the record to determine personal or property rights under IC 16-37-1-7 and 8. **NOTICE:** Legitimate birth records are issued **ONLY** to the Individual named on the record and their parents, legal guardian (guardianship papers must be presented), grandparents, brothers, sisters, spouse or children. The certificate of a child born out of wedlock can be issued **ONLY** to the mother or father of the child who is named on the record.

PLEASE NOTE THAT THE APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS ARE COMPLETED.

Full Name at Birth _____

Date of Birth _____

Place of Birth _____

Were mother and father married at the time of this birth? Yes _____ No _____

Full Name of Father _____

Full Name of Mother (including maiden name) _____

Could birth be recorded under any other name? _____ If yes, give name _____

If adopted, give name AFTER adoption _____

Reason birth certificate is needed _____

Your relationship to above person _____

Applicant's Signature _____ Phone Number _____

Applicant's Address _____

Number requested _____ @ 12.00 each = \$ _____

If you are mailing your request – Please enclose a self-addressed stamped return envelope.

Personal checks or Money Orders are accepted. You **MUST** enclose a copy of your photo ID that also shows your signature such as a State issued ID, valid Driver's License, current Military ID, current Passport, current Student ID and/or required documentation as listed on previous page to address above.

FOR OFFICE USE ONLY

Date received _____

Initials _____