

**Birth Certificate**

**Marriage License**

**Death Certificate**

Name on birth record:

\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

How many copies? \_\_\_\_\_

Parents Names –

(with Mothers Maiden name)

\_\_\_\_\_

\_\_\_\_\_

Applicant Name, Address & Phone #:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate your Relationship to the person:

- Self
- Spouse
- Registered Domestic Partner
- Parent
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

\_\_\_\_\_

Today's Date: \_\_\_\_\_

Full Name of Party A-Groom/Spouse:

\_\_\_\_\_

Full Name of Party B-Bride/Spouse:

\_\_\_\_\_

Date of Marriage: \_\_\_\_/\_\_\_\_/\_\_\_\_

How many copies? \_\_\_\_\_

Applicant Name, Address & Phone #:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate your Relationship to the person:

- Self
- Spouse
- Parent
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

\_\_\_\_\_

Today's Date: \_\_\_\_\_

Full Name of Decedent:

\_\_\_\_\_

Date of Death: \_\_\_\_/\_\_\_\_/\_\_\_\_

How many copies? \_\_\_\_\_

Applicant Name, Address & Phone #:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate your Relationship to the person:

- Spouse
- Registered Domestic Partner
- Parent
- Informant listed
- Funeral Home listed
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_
- Family (must show lineage)

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

\_\_\_\_\_

Today's Date: \_\_\_\_\_

**\$15 for 1<sup>st</sup> certified copy ~ \$6 for each additional copy of the same record**

**Staff Initial & Date: \_\_\_\_\_**

**Any GENEALOGY search: \$3.00 per name, per event (includes non-certified copy if record found)**

**Do not retain copies of proof provided or note  
any specific numbers**

**Proof of identity of applicant:**

Applicant must provide one of these:

- Driver's License
- Passport
- Government issued picture I.D.

OR two of these:

- Utility bills
- Bank statements
- Vehicle registration
- Income tax return
- Personal Check w/ address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter Registration card
- Disability award from SSA
- Other \_\_\_\_\_

**Establishing eligibility to acquire record:**

- Related applicants must provide proof of lineage.
- Domestic Partners must provide proof of registration of domestic partnership
- Attorneys must provide a signed, notarized release from family
- Genealogists must provide a state-issued card

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