



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# MAIL APPLICATION FOR BIRTH RECORD

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> CHECK	<input type="checkbox"/> MONEY ORDER
REMITTANCE NO. _____	CERT. # _____	
DATE _____	AMOUNT \$ _____	
DOCUMENT CONTROL # _____		

PLEASE PRINT CLEARLY.

**INCLUDE A COPY OF YOUR (APPLICANT) VALID ID WHEN SENDING IN THE REQUEST. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. SEE INSTRUCTIONS ON BACK.**

**Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)**

Your Name (First, Middle, Last Name): \_\_\_\_\_

Street Address:	City:	State:	Zip Code:
Email Address:		Daytime Phone Number:	

**Your relationship to Person named on Certificate (Check One):**  Self  Child  Spouse  Parent  Sibling  
 Grandparent  Legal Guardian (proof required)  Legal Representative (proof required)  Other: \_\_\_\_\_

I authorize mailing to the address below instead of my mailing address listed above.

Name: \_\_\_\_\_

Address to Send to if different than noted above:	City:	State:	Zip Code:
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**Reason for Request:**  
 Newborn  Travel/Passport  Records  School  Insurance  Other: \_\_\_\_\_

**Step 2: INFORMATION FOR PERSON NAMED ON BIRTH RECORD (Must be completed to Identify Record Requested)**

FULL NAME ON RECORD:	First Name	Middle Name	Last Name
DATE OF BIRTH:	Month	Day	Year
PLACE OF BIRTH:	City or Town	County	<b>TEXAS ONLY</b>
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

**Step 3: COST & FEES (NOT REFUNDABLE, if Record Not found)**

Select Record Type:	Qty	Price/each	Total
<input type="checkbox"/> Long Form Birth Certificate (Travel/Passport)		x \$23.00	\$
<input type="checkbox"/> Short Form Birth Certificate (General Use)		x \$23.00	\$
<input type="checkbox"/> Texas Flag Heirloom Birth Certificate (Framing and Display)		x \$60.00	\$
<input type="checkbox"/> Bassinet Heirloom Birth Certificate (Framing and Display)		x \$60.00	\$
<input type="checkbox"/> Birth Verification (Letter, not official certificate)		x \$23.00	\$
<input type="checkbox"/> Military Personnel with current deployment orders		Exempt	
<input type="checkbox"/> Foster or Homeless child or youth		Exempt	
For urgent requests, orders may be <b>EXPEDITED</b> by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS to our physical address: <b>Crane County Clerk, PO Box 578, Crane, TX 79731</b> and paying the below expedited processing fee.			
<input type="checkbox"/> Expedited Processing (estimated 20-25 business days)			\$0.00
All orders are returned free of charge by USPS regular mail. For expedited return mail service, select <b>one</b> of the overnight return shipping methods below.			
<input type="checkbox"/> Overnight Return Mail (for shipping within USA)			\$8.00
<input type="checkbox"/> USPS Express Return Mail (for shipping to PO Box ONLY)			\$22.95
<input type="checkbox"/> I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.			\$5.00
	<b>Total Due:</b>		\$

**Step 4: AFFIDAVIT (NOTARY SECTION)**

**ONLY applications for birth certificates (NOT birth verifications) submitted by mail need to be notarized**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

*This instrument was acknowledged before me*

on \_\_\_\_\_ (Date)

By \_\_\_\_\_ (Printed Name of applicant acknowledging)

\_\_\_\_\_  
(Notary Public's Signature)

\_\_\_\_\_  
(Personalized Seal)

**WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR 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.)**

**READ & SIGN (Applications without signatures or attached valid ID will NOT be accepted for processing)**

Signature of Applicant \_\_\_\_\_ Date Signed (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_



## MAIL APPLICATION FOR BIRTH RECORD

**Processing times are estimates and subject to change with an increased volume of customer applications.**  
**FAILURE TO PROVIDE INFORMATION REQUESTED ON THIS FORM MAY RESULT IN SIGNIFICANT PROCESSING DELAYS AND/OR DENIAL OF YOUR APPLICATION.**

<p><b>Walk In:</b> Same day service in most cases. Hours are Monday-Friday 8:00 am - 4:00 pm. Crane County Clerk's Office, 201 W. 6th St, Room 110, Crane, TX 79731.</p>
<p><b>Online Orders:</b> Visit <a href="http://www.texas.gov">www.texas.gov</a> to order online. Online orders are mailed 15-20 business days after receipt of the request.</p>
<p><b>Mail In Orders:</b> Processed and mailed 6 - 8 weeks after receipt of the request. Mail to: Crane County Clerk's Office, P.O. Box 578, Crane, TX 79731.</p>
<p><b>Long form Birth Certificate</b> - Most comprehensive birth record. It is a copy of the original birth certificate. It will also show a history of corrections that have been made to the birth record. This form is often used for requesting passports.</p> <p><b>Short form Birth Certificate</b> - An abstract of the birth record. This birth certificate will only show current information for the child's name, date of birth, place of birth, sex, and name of parent(s). This form will not show a history of corrections. This form is often used for school records and is acceptable for most purposes.</p> <p><b>Heirloom birth certificate</b> - Heirloom birth certificates are abstracts of the birth record. They are primarily used for framing and display. The information on an "heirloom birth certificate" is similar to a "short form". Examples of heirloom birth certificates can be seen on our website at <a href="http://www.dshs.texas.gov/reqproc/heirloom.shtm">http://www.dshs.texas.gov/reqproc/heirloom.shtm</a>.</p> <p><b>Verification Letter</b> - A verification letter will include the child's name, the date of birth, and the county where the birth occurred. Verification letters are available for births that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of birth certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.</p> <p><b>Military Personnel with current deployment orders</b> - <a href="#">Texas Government Code 437.217</a>. EXEMPTION FROM FEES FOR MILITARY PERSONNEL. A member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States secretary of defense is exempt from paying the following state or local governmental fees the member incurs because of the deployment to arrange the member's personal affairs: (1) fees for obtaining copies of: (A) a birth certificate. <b>MILITARY ID AND MILITARY ORDERS ARE REQUIRED.</b></p> <p><b>Foster or Homeless child or youth</b> - <a href="#">Texas Health and Safety Code 191.0049</a>. BIRTH RECORD ISSUED TO FOSTER CHILD OR YOUTH OR HOMELESS CHILD OR YOUTH. On request of a child or youth described by this section, the state registrar, a local registrar, or a county clerk shall issue, without fee or parental consent, a certified copy of the child's or youth's birth record to: (1) a homeless child or youth as defined by 42 U.S.C. Section 11434a; (2) a child in the managing conservatorship of the Department of Family and Protective Services; and (3) a young adult who: (A) is at least 18 years of age, but younger than 21 years of age; and (B) resides in a foster care placement, the cost of which is paid by the Department of Family and Protective Services. <b>DOCUMENTATION OF STATUS IS REQUIRED.</b></p> <p>Copies of birth certificates for births that occurred within the past 75 years can be requested only by the immediate family of the person whose name is on the birth certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the child, their guardian, their children, spouses, parents, siblings, or grandparents.</p> <p>Applicants who are not immediate family members must provide legal documentation (such as a court order establishing guardianship) that demonstrates a direct, tangible interest in the birth certificate.</p> <p><b>The applicant must include a copy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<a href="http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/">http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/</a>) and Spanish (<a href="http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/">http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/</a>).</b></p> <p><b>If a record is not on file, our office will issue a "not found" letter.</b></p>

### Customer Checklist

- Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- Complete step 4 of the application and have it notarized, if requesting a birth certificate.
- Sign and date the application.
- Make sure the application is original and not a photocopy and there are no cross-outs or white-out.
- Enclose a copy of a current driver's license, passport or state identification. See complete ID list on our website.
- Enclose appropriate fees. **Make checks or money orders payable to Crane County Clerk.**

**For more information, go to:** <https://www.dshs.texas.gov/vs/requirements.aspx>.

For the status of your request, contact VSS by telephone at 1-888-963-7111 or online at: <https://www.dshs.texas.gov/orderstatus/>.