

## Requirements to Obtain a Birth Certificate

### Who is Entitled to Receive a Birth Certificate?

Birth records are not public records, only the following are eligible to receive certified copies:

- The person named on the record, if 18 years or older.
- The parent(s) shown on the record; or
- A legal guardian or legal representative of the child. Written evidence of guardianship or legal representation is required.

Genealogical researchers not otherwise entitled to a Birth Certificate may request one for a person whose date of birth is 100 years or more prior to the current date. Birth Certificates filed before 1916 must be obtained from the County Clerk.

### What can I use if I don't have a current/valid photo ID?

If you do not have a current or valid photo ID, such as a Driver's License or State issued photo ID, submit **TWO** documents with your name that proves your identity, one of which must show your current address. **ONE** piece of documentation must be one of the following items listed below:

- Medical/Car Insurance Card
- Car Registration Paperwork
- Credit Card Statement
- Bank Statement
- Paycheck Stub With Imprinted Information
- Public Assistance Card
- Voter's Registration Card

We will accept a driver's license that is no more than six months expired, **ALONG WITH** one more piece of proof from the above list.

If you are currently incarcerated, you can submit a dated copy of your prison intake/offender summary sheet containing your photo.

If you are writing from a State or Federal Agency, you can submit a copy of your work badge.

**\*\*SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE\*\***

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