



# Getting a Birth or Death Certificate?

Here is What You Need...

## To Get A Certificate you need Acceptable Identification

### Primary Identification Documentation:

**All documents MUST be current and valid**

- Driver's License
- State I.D. card
- Military I.D. with signature
- Passport
- School I.D. with signature and photo (must still be attending)
- Mexico Consular ID card
- Department of Correction I.D. (issued within past 6 months)
- Probation ID card

## If you DO NOT have primary documentation you need 2 Secondary Identification Documents

1. Social Security Card *or Stamped* Printout
2. *Valid* Bankcard with signature
3. *Valid* Indiana Gun Permit with signature
4. *Valid* Motor Vehicle Registration with signature (no titles)
5. Expired driver's license (not more than 6 months)
6. Signed Rental Agreement/Lease or Signed Loan Agreement/Mortgage (must still own, no payment slips)
7. *Valid* Indiana Professional License
8. State Agency Referral (FSSA, Probation Officer, etc.) on letterhead, including person's name and date of birth
9. Employment I.D. with signature, photo, date of employment or employee address (no check stubs)
10. Previous year's tax return with signature and social security number (no W-2)
11. TANF (Welfare), Food Stamp or WIC I.D. cards

❖ **Others: Approval from Local Registrar and/or designee**

## Who's Eligible to obtain a Certificate

- **Individual**-with Acceptable Identification only. (If under 18 years of age, also copy of parent or legal guardian's ID, and signed permission letter to obtain certificate.)
- **Mother/Father**- with Acceptable Identification only
- **Grandparents**- with Identification along with Mother or Father's Birth certificate naming Grandparent
- **Legal Guardian**- with Identification along with current Guardianship papers (with seal)
- **Brother/Sister**- with Identification along with birth certificate naming same parent(s)
- **Aunt/Uncle**- with Identification along with birth certificate of parent and self
- **Spouse**- with Identification along with valid marriage certificate
- **Child/Grandchild (18 years of age)** - with Identification along with birth certificate of self and birth certificate of parent naming grandparent
  - ❖ **Stepparents**- with Identification along with valid marriage certificate and signed authorization (including identification) from legal parent
  - ❖ **Attorney**- with Identification with direct interest spelled out on letterhead or court documents
  - ❖ **State/Federal Agencies**- with Work Identification with direct interest spelled out on letterhead, court documents or signed authorization from client(s)
  - ❖ **Social Agency**- with Work Identification w/court appointed documents or signed authorization from client(s)