

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 \_\_\_\_\_

# Who Can Obtain a Birth Certificate

Indiana Codes 16-37-1-10, 16-37-1-11, and 16-37-1-11.5 serve as the State statutes for the fees, relationship, and identification requirements to purchase documents from the Vital Records office. The purchaser must have a "direct interest." A direct interest is defined as a documented and verifiable financial and legal interest, or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Others such as guardians, attorneys, funeral directors, or other authorized agents acting on behalf of the registrant or their family may demonstrate a direct interest when information is needed for determination or protection of personal or property rights.

**Depending on the individual's interest in the record, additional documentation may be required.**

- Parents of the individual listed on the certificate – must be listed on the record
- Grandparents of the individual listed on the certificate – must be parent of a parent listed on the record & show proof of relationship
- Sibling, 18 years or older, of individual listed on the certificate – must show proof of relationship
- Child or Grandchild, 18 years or older, of individual named on the certificate – must show proof of relationship
- Current Spouse of individual named on the certificate – must show proof of marriage
- Aunt or Uncle of individual named on the certificate – must show proof of relationship
- Step-Parent of individual named on the certificate – must have ID with valid marriage certificate
- Court-Appointed Legal Guardian – must have ID and provide guardianship papers with seal
- Attorney representing individual named on the certificate – must have ID for self and provide a document with direct interest spelled out on letter head or court documents
- Genealogy – individual named on the certificate must be over 75 years old and deceased – must show proof of death
- Social Agency – must have work ID with court documents or signed authorization from client
- State and Federal Agencies – must have work ID and provide a document with direct interest spelled out on letter head, court documents, or signed authorization from client

# Identification Requirements

All requests require proper identification, proof of relationship or direct interest, or proof of legal interest to the person named on the record. Requests sent without proper identification or documentation will be returned without being 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 – front and back required
- US Military ID – front and back required
- Passport
- Veterans ID
- Green Mexico Consular ID

## Accepted Secondary Documents (Two Forms of Identification):

- Signed Social Security Card
- Department of Correction ID Card or Printout – must include picture
- College School ID – with proof of current enrollment (transcript, letter from administration)
- Work ID Badge – with proof of current employment (computerized paycheck stub, letter from employer)
- Voter Registration Card – with name and current address
- Current Vehicle Registration – with name and current address (not Title of Ownership)
- Military Discharge (DD-214)
- Home Lease/Rental Agreement or Warranty Deed – with name, current address and signature(s)

Those with Amish or Religious Exceptions must submit one form of primary documentation or two forms of secondary documentation.

## Amish Primary Documents (One Form of Identification):

- Non-Photo ID

## Amish Secondary Documents (Two Forms of Identification):

- Signed Social Security Card or IRS Form 4029 (exemption of SSN)
- Baptismal Certificate
- Marriage Certificate
- School Records