

FLOYD COUNTY HEALTH DEPARTMENT



1917 Bono Road
New Albany, Indiana 47150-4607
Telephone (812) 948-4726
Fax (812) 948-2208
www.floydcountyhealth.org

INSTRUCTIONS FOR OBTAINING A BIRTH CERTIFICATE

By mail

Attached is an application for requesting a certified birth certificate from the Floyd County Health Department.

1. Certified birth certificates are issued only to:
 - Person named on the record who is over 18 years of age
 - Parent(s) of person named on the record
 - Grandparent(s) of person named on the record
 - Spouse of person named on the record (copy of marriage license may be requested)
 - Adult child of the person named on the record
 - Legal guardian of person named on the record (Legal guardianship document needed.)
 - Sibling, over 18 years of age, of person named on the record
2. Complete all items 1 through 13.
Provide all the information you have available to identify the birth record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
3. If the registrant has been adopted, make the request in the **adopted** name.
4. The authorized individual requesting the certified birth certificate **must sign the application in front of a Notary Public**. Notary Public must complete bottom section of application, must include Seal. (To find a Notary Public, see your local yellow pages or call your banking institution.)
5. Submit \$15.00 for each copy requested. Indicate the number of copies you want and include the correct fee(s) in the form of a cashier's check or money order. Personal checks **WILL NOT BE ACCEPTED**. The Floyd County Health Department does not accept credit cards by mail. Make cashier's check or money order payable to FLOYD COUNTY HEALTH DEPARTMENT.
6. Include a self-addressed, stamped envelope with application. Return Mail option: Completed certificates are returned using the U.S. Postal Service. If you prefer priority return mail service, you must include a postage paid priority mail envelope.

SEND TO: Floyd County Health Department
1917 Bono Road
New Albany, IN 47150

Make sure that your application has been filled out completely, signed in front of a Notary Public, fee is included and self-addressed, stamped envelope. Incomplete applications will not be processed.