

 Instructions:

1. Please compete all items below by printing clearly
2. Proof of ID required (1 photo ID or 2 non photo ID items with current address)
3. 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. IC 16-37-1-8
4. Requests not made in person will require a Notary Public signature

**Application for Certified Birth Certificate**

*Montgomery County Records* ***AFTER*** *1882 Only*

**Montgomery County Health Department**

Fee: $15.00 per copy

\*Only local checks accepted – mail in requests with money order only.

\* We accept Visa and Mastercard both at the window and online. Please note that the company that process the debit/credit cards charges an additional $1.50 on top of fees for certificates.

*WARNING:*

*False Applications, altering, mutilating, or counterfeiting Indiana Birth Certificates is a criminal offense under ID 16-37-1-12*

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| [www.montgomerycounty.in.gov](http://www.montgomerycounty.in.gov)1580 Constitution Row STE G Crawfordsville, IN 47933Phone: 765-364-6440Fax: 765-361-3239*Proof of relationship ensures that only those entitled to your information receive it.***Please note that proof of direct interest must be provided to receive a certified copy of a birth certificate. Examples are:** (Spouse) Marriage License (Guardian) Copy of guardianship papers(Sibling) Copy of your own birth certificate (Grandparent) Copy of your child’s birth certificate |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **TO BE COMPLETED BY ALL APPLICANTS** |
| **Your Name** | **Your Address** |
|  |  |
| **Your City** | **State** | **Zip** | **Phone Number** | **Driver’s License State and Number** |
|  |  |  |  |  |
| **Purpose for record request:** | **Quantity:** | **Relationship to person on certificate:** |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Self** | **🞎** | **Adult Child** | **🞎** | **Parent** | **🞎** | **Sibling** | **🞎** |
| **Guardian** | **🞎** | **Grandparent** | **🞎** | **Spouse** | **🞎** | **Other** | **🞎** |

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|  **USE THIS SECTION FOR BIRTH RECORD REQUESTS**  |
| **FULL NAME AT BIRTH / AFTER ADOPTION / OR LEGAL NAME CHANGE (BESIDES MARRIAGE):** | **Sex** | **Date Of Birth** |
| **First** | **Middle** | **Last** | **M / F** | **M M** | **D D** | **Y Y Y Y** |
|  |  |  |  |  |  |  |
| **Place of Birth: CITY** | **Place of Birth: COUNTY** | **Place of Birth: STATE** |
|  |  |  |
| **Full Name of Father:** | **State of Birth** | **Full Name of Mother with Maiden Name:** | **State of Birth** |
|  |  |  |  |

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| **TO BE COMPLETED BY ALL APPLICANTS** |
| **I swear and affirm that the information provided above is true and correct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature of applicant** |
| **NOTARY SECTION (ALL MAIL REQUESTS MUST BE NOTARIZED.)** |
| **State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Subscribed and sworn before me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_. I reside in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state), and my commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have identified this person by their identification presented to me.****Notary Public Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (STAMP)** |

**FOR ONLINE PAYMENTS ONLY: PLEASE ENTER YOUR PAYMENT CONFIRMATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revised 3.2022**

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| FOR OFFICE USE ONLY BELOW THIS LINE |
| Date Received | Date Processed | Payment | Certificate Number | Initials | ID Checked |
|  |  |  |  |  |  |