



# Putnam County Health Department

**Public Health**  
Prevent. Promote. Protect.

P.O. Box 507  
Greencastle, IN 46135  
Phone: (765)635-0203 Fax: (765)653-0208  
IN.gov/localhealth/putnamcounty

## CERTIFICATE OF BIRTH APPLICATION

**Certified Birth Certificates \$15/copy – Genealogy Record \$3/copy**

Full Name on Birth Certificate: \_\_\_\_\_

Could this birth be recorded under any other name? IF yes, please give name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Purpose for record being requested: \_\_\_\_\_  
(Driver License, Passport, Insurance, Attorney Request, School Record, etc.)

Full Name of Father: \_\_\_\_\_  
(if adopted, give name of adoptive father)

Full **Maiden** Name of Mother: \_\_\_\_\_  
(if adopted, give name of adoptive mother)

**Your** relationship to the person whose birth record is requested if other than yourself: \_\_\_\_\_  
(Mother, Father, Biological Grandparent, Sister, Brother, Child/Grandchild, Attorney, Custodial Guardian)

Signature of Applicant: \_\_\_\_\_ Printed: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

State Issued ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_

### MAIL-IN REQUESTS:

Birth Certificate applications by mail **must be notarized**. Applications for GENEALOGY records do not need to be notarized

#### TO BE COMPLETED BY A NOTARY PUBLIC.

ID Used: Valid Driver's License **OR** Valid State ID Card **OR** Valid Passport **OR** Valid Military ID Card  
(Circle ID Type Used for Identification)

Issued by, \_\_\_\_\_ with the identification number of \_\_\_\_\_  
(State or Government Agency Issuing the ID) (Identification # Printed on ID)

with expiration date of \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ My Commission Expires on: \_\_\_\_\_

#### For Office Use Only

Date Received: \_\_\_\_\_ Quantity: \_\_\_\_\_ Birth Certificate Number: \_\_\_\_\_

Clerk: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

09.23

Complete all items above and provide identification as required according to IC 16-37-1-7 & 8.

**Warning:** False application, altering, mutilating, or counterfeiting Indiana birth certificates are all a federal offense under I.C. 16-37-1-12