

RECORDS ISSUANCE POLICY

PURPOSE: To provide clear requirements for the issuance of Certified Birth and Death Certificates and comply with Indiana Laws limiting issuance to persons who can demonstrate a direct interest in the requested record and provide valid identification.

ACCEPTABLE IDENTIFICATION

In accordance with IC 16-37-1-8 and at the recommendations of the Indiana Vital Records Association, the following list of acceptable identification has been established for the issuance of Birth and Death Records. Must have **(1)** of the following:

1. Valid drivers license
2. Military ID
3. State ID card
4. Valid passport
5. Matricula Consular
6. Dept of Correction ID (with signature)

If the applicant does not have one of the acceptable forms of ID, the applicant will be asked to have an eligible family member or other authorized person to obtain the birth certificate.

Secondary Documentation:

If the applicant is the person named on record and has neither acceptable ID nor a qualified family member, the registrar may accept two **(2)** of the following:

- 1) Police Report (for ID reported stolen)
- 2) Fire report (for ID reported destroyed by fire)
- 3) Employment ID with signature, photo, date of employment and/or employer address
- 4) Local bankcard with signature (not credit cards)
- 5) Voter registration card with signature
- 6) Professionally prepared previous year's tax returns with signature and social security number
- 7) Welfare Office documents with signature
- 8) Probation documents with signature
- 9) Current loan agreements from a financial institution with signature
- 10) Signed Social Security card

BIRTH AND DEATH RECORDS

IC 16-37-1-8: “(a) Except as provided in subsection (c), a local health officer shall provide a certification of birth, death, or stillbirth registration upon request by any person only if:

- 1) The health officer is satisfied that the *applicant has a direct interest* in the matter;
- 2) The health officer determines that the *certificate is necessary for the determination of personal or property rights or for compliance with state or federal law*; and
- 3) The applicant for a birth certificate presents *at least one (1) form of identification*

However, the local health officer must issue a certificate of an applicant’s own birth Registration.”

The policy of the Wayne County Health Dept shall be in accordance with IC 16-37-1-8, that certified copies of a birth or death record can be issued to an individual IF:

- 1) The individual can complete the appropriate request form with proper information to identify the record;
- 2) The applicant is:
 - a) The person named on record
 - b) Parent(Must be listed on record)
 - c) Step-Parent(must provide proof of marriage-current joint bank statement-taxes-mortgage-or signed authorization from legal parent along with parents identification)
 - d) Legal Guardian(must provide certified copy of Guardianship papers)
 - e) Spouse- must provide proof of marriage-current joint bank statement-taxes-mortgage
 - f) Adult Sibling (over 18-verify if sibling birth occurred in our county-birth certificate naming same parents)
 - g) Half brother/sister(verify that one parent is same)
 - h) Grandparents-(if parent of one of the parents listed on record)
 - i) Child of person (must be over 18 years of age)(birth certificate of self)
 - j) Attorney representing person named on record(Identification with direct interest)
 - k) Caseworker from Division & Children(Work identification with direct interest)

- l) State/Federal Agencies-With Acceptable Identification only- (with work identification with Direct Interest spelled out on letterhead/or court documents or signed authorization from client.)
 - m) Vital Records Registrars may release record to anyone, provided an original written note of permission containing signature and birth information of person named on the record and the individual's name the record is being released to; that person must then show their ID.
- 3) The applicant can provide at least one form of identification from the "Acceptable Identification" list included in this policy. Or two forms of Secondary Documentation list included in this policy.

PLEASE NOTE THAT ANY INDIVIDUAL CAN RECEIVE A NON CERTIFIED UNOFFICIAL (NOT STAMPED OR SEALED) COPY OF A BIRTH OR DEATH RECORD.

- 1) The record will state "This is not A Legal Document"
- 2) On the noncertified death record the social security number must be redacted, and if cause of death is a communicable disease it must also be redacted.
- 3) A request form must be filled out.
- 4) Identification may be required.
- 5) At this time there is no charge for a non- certified copy.(Subject to Change)

Laws pertaining to Indiana's Public Access and Open Door/Open Record polices are found in IC 5-14-1-5 and IC 5-14-3

