

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.

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 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 for identification purposes:

- 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 or employer address.
- 4) Bankcard with signature (not credit cards) or personal check with current information.
- 5) Voter registration card with signature.
- 6) Previous year's tax returns with signature and social security number.
- 7) Probation documents or statement from Probation officer on letterhead, including person's name and date of birth.
- 8) Social Security Card (with signature)

******ALSO SEE LIST OF WHO IS ELIGIBLE TO OBTAIN A
BIRTH OR DEATH CERTIFICATE**

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 (along with a copy of your birth certificate)
 - c) Step-parent (must provide proof of marriage) (current joint bank statement, taxes, mortgage)
 - 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 (along with copy of his or her birth certificates showing that they have at least one parent in common)
 - g) Grandparents (along with birth certificate of self and parent)
 - h) Child of person (must be over 18 years of age)
 - i) Attorney representing person named on record (direct interest spelled out on letterhead)
 - j) Social Agency (direct interest spelled out on letterhead)
 - k) State and Federal Agencies (direct interest spelled out on letterhead)
 - l) Grandchild (along with parent’s birth certificate)