



WHITE COUNTY HEALTH DEPARTMENT • VITAL RECORDS

902 FOXWOOD COURT • P.O. BOX 838 • MONTICELLO, IN. 47960

PHONE (574) 583-8254 • FAX (574) 583-1513

healthdept2@whitecountyindiana.us • www.in.gov/localhealth/whitecounty/

APPLICATION FOR CERTIFIED BIRTH CERTIFICATE

Warning: False application, altering, mutilation or counterfeiting certified copies of birth certificates is a criminal offense (I.C. 16-37-1-12).

COMPLETE ALL INFORMATION BELOW:

\$15.00/copy Number of Copies: _____

Full Name at Birth _____
(First) (Middle) (Last)

Could this record be under any other name? Yes _____ No _____

If yes, please provide name _____

Has this person ever been adopted? Yes _____ No _____

If yes, please provide name after adoption _____

Date of Birth _____ Place of Birth _____

Father's Full Name _____
(If adopted, please provide name of adoptive Father)

Mother's Full Name _____
(If adopted, please provide name of adoptive Mother)

Mother's Maiden Name _____

Reason for requesting the record _____

Your name _____ Relationship _____

Mailing Address _____

City/State _____ ZIP _____ Phone # _____

Applicant's Signature _____ Date _____

VALID IDENTIFICATION REQUIRED – Send a photocopy of the applicant's driver's license, government issued photo ID, passport or military ID.

Cash, personal check, cashier's check & money order accepted.

Payable to: White County Health Department

Credit/debit card payments can be taken over the phone at (574) 583-8254.

(WCHD is not responsible for cash payments sent by mail.)

Mail the completed application, any required documentation, photocopy of a valid ID & payment to:

**WHITE COUNTY HEALTH DEPARTMENT
P.O. BOX 838
MONTICELLO, IN. 47960**



WHITE COUNTY HEALTH DEPARTMENT • VITAL RECORDS
902 FOXWOOD COURT • P.O. BOX 838 • MONTICELLO, IN. 47960
PHONE (574) 583-8254 • FAX (574) 583-1513
healthdept2@whitecountyindiana.us • www.in.gov/localhealth/whitecounty/

Certified birth certificates will be sent out by mail after the completed application, photocopy of a valid state/government issued ID & payment have been received. Birth certificates will be mailed to the address provided on the application.

If the applicant is **not** the subject listed on the record, or one of the parents listed on the record, additional documentation will be required to obtain the record.

Relationship to the record:

I am getting my own birth certificate – provide a valid photo ID

I am the Mother listed on the record – provide a valid photo ID

I am the Father listed on the record – provide a valid photo ID

I am the Grandparent – provide a valid photo ID & birth certificate of **your** child (one of the parents listed on the requested birth record)

I am the Legal Guardian – provide a valid photo ID & court-issued guardianship papers

I am the Brother / Sister – provide a valid photo ID & **your** birth certificate

I am the Son / Daughter – provide a valid photo ID & **your** birth certificate

I am the Husband / Wife – provide a valid photo ID & legal proof of marriage

Additional information on obtaining Vital Records outside of the relationships listed above can be found here: <https://www.in.gov/health/vital-records/birth-information/who-can-obtain-a-birth-certificate/>

**Questions may be directed to the White County Vital Records Registrar at:
(574) 583-4025 or healthdept2@whitecountyindiana.us**