



LEON COUNTY APPLICATION FOR BIRTH/DEATH CERTIFICATE

PLEASE INCLUDE A COPY OF YOUR I.D.

INSTRUCTIONS

- Read all instructions carefully before completing application. If any part of the application is left blank, it will be returned.
 - Ensure Eligibility – see back of this application.
- NOTE: State law requires that any time a search for a certificate is conducted and it is not found a "SEARCH FEE" equal to the certificate fee will be charged. Search fees are not refundable or transferable.**

Your Name	
Phone Number	Address
City	State Zip Code
Reason Certificate Required	
State your relationship to person named on certificate	
<input type="checkbox"/> Yes, I wish to voluntarily contribute \$5 to promote healthy early childhood by supporting the Texas Home Visiting Program administered by the Office of Early Childhood Coordination of the Health and Human Services Commission.	
Your Signature X	Date Signed

BIRTH				Type	Quantity
Last Name	First Name	Middle Name	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Full Size \$23.00	_____
Date of Birth	City AND County of Birth	Name of Hospital			_____
Father's Last Name	Father's First Name	Father's Middle Name			
Mother's Maiden Name	Mother's First Name	Mother's Middle Name			

To your knowledge, has there ever been a name change, adoption, or amendment filed to this certificate? _____ If so, please explain _____

DEATH				Type	Quantity
Last Name of Deceased	First Name	Middle Name	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Certified Copy \$21.00	_____
Date of Death	Place of Death	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/> Divorced		Extra Copy \$ 4.00	
Last Name of Father	First Name	Middle Name			
Maiden Name of Mother	First Name	Middle Name			

OFFICE USE ONLY

Clerk Christie Wakefield, Leon County Clerk	Total Number of Certificates
Local Registrar Number #145	Certificate number
Batch Number #01	Date Deputy Clerk

For mail in requests, NOTARIZE PAGE 3 OF THIS FORM, INCLUDE ALL 3 PAGES, PHOTOCOPY YOUR ID, ENCLOSE PAYMENT, and send to:

Leon County Clerk

PO Box 98, Centerville, TX 75833
 Or 155 N. Cass Street, 1st Floor, Centerville, TX 75833
 Tel. – 903-536-2352
<http://www.co.leon.tx.us>

WARNING: The penalty for knowingly making false statement on this form is a third degree felony and may be punishable with up to 2-10 years in prison and a fine of up to 10,000 (Health and Safety Code of Texas, Chapter 195, Sec. 195.003)

Who can apply for Vital Statistics documents? The areas below show who is eligible, as there are restrictions:

DEFINITIONS OF IMMEDIATE FAMILY MEMBERS:

Parent(s): The name(s) shown on the legal registration of birth or as recognized by court documents, also step-parents, parents-in-law.

Children: Step-children, daughters-in-law, sons-in-law.

Siblings: Step-siblings, half-siblings, siblings-in-law.

Grandparents: Step-grandparents, grandparents-in-Law

Birth

- The person whose name is on the birth registration.
- The parent(s) of the person whose birth is registered as established by registration documents or by court documents.
- If the father’s name does not appear on a Certificate of Birth, he cannot apply for the certificate.
- Immediate family members (see above).
- A party that has direct, tangible and legal interest.
- Qualified applicant must provide official photo identification.
- Birth facts can be issued for births occurring within the state of Texas.
- Certificates are not available for out-of-state or foreign country births.

Death

- Immediate family members (see above).
- Party having a direct, tangible and legal interest in the certificate.
- Deaths occurred within Leon County.
- Qualified applicant must provide official photo identification.
- Certificates are not available for out-of-state or foreign country deaths.
- If divorced at time of death, certificate is not available to former spouse unless documentation is provided showing tangible and legal interest in the certificate.

EXCEPTIONS

When a birth record is 75 years or older, anyone may apply for that record, but must provide valid ID.

When a death record is 25 years or older, anyone may apply for that record, but must provide valid ID.