

## ACCEPTABLE IDENTIFICATION OR DOCUMENTED PROOF

Identification is needed to obtain a birth or death certificate when ordering in person:

Acceptable forms of identification are:

1. Driver's license
2. Non-Driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer or School Photo ID
7. Police report of stolen or lost ID

Signature's must be notarized when requesting certificates by mail or fax. Parents may request birth certificates for their children providing they are listed on child's birth certificate.

Acceptable documents to show relationship and/or legal cause to request certificates are:

1. Letter from the requesting agency or institution addressed to you.
2. Certified copy of Court order requesting copy
3. Certified copy of Court order adjudicating paternity or custody
4. Certified copy of Birth certificate showing parents names.
5. Power of Attorney papers
6. Executrix papers
7. Copy of will
8. Baptismal certificate
9. Certified copy of Marriage certificate or divorce decree
10. A notarized letter of consent or release form from the person giving you permission to pick up their birth certificate. You must show photo ID and pay appropriate fees to obtain certificate(s).