

## INSTRUCTIONS TO OBTAIN A BIRTH CERTIFICATE

**TWO (2) ID'S REQUIRED (ONE PICTURE AND ONE NON-PICTURE): ONE ID MUST HAVE WRITTEN SIGNATURE**

**ACCEPTABLE PICTURE ID: (ID CANNOT BE EXPIRED)**

- Driver's License
- State Id Card
- Military Id
- Passport

**ACCEPTABLE NON-PICTURE ID: (ID CANNOT BE EXPIRED)**

- Insurance Cards (Health or Auto)
- W-2 Forms
- Voter Registration Card
- Employment License
- Credit/Debit Card
- Vehicle Registration
- Checkbook
- Social Security Card
- Gun, Hunting or Fishing Permits
- Payroll Stub – Computer Printed

**NO PERSONAL CHECKS OR CREDIT/DEBIT CARDS**

**FEE: \$10.00 PER COPY – Cash, money order or cashier's check (made out to Vigo County Health Dept)**

**BIRTH CERTIFICATES MAY BE OBTAINED BY: (ID MUST BE OF PERSON SIGNING THE APPLICATION)**

Self -18 years or older

Parents (Name must be on birth record)

Grandparents (As long as their child's name is listed on birth certificate)

Brother, Sister, Half-brother/sister (requestor and who the record is for must be 18 years or older)

Spouse (one ID must have both names on it: checkbook, insurance card, marriage license, etc.)

Child/Grandchild – 18 years or older

**In person – Application Hours:**

**8:15 am until 3:15 pm (Monday thru Friday, closed holidays).**

**By mail: Application, copies of ID's, money and a self-addressed stamped envelope to:**

**Vigo County Health Department**

**Vital Statistics**

**171 Oak Street**

**Terre Haute IN 47807**

**If you have any questions, please call Vital Statistics at 812-462-3442.**

