



Debbie Hollan, Waller County Clerk  
 425 FM 1488, Suite 112  
 Hempstead, TX 77445  
 979-826-7711

**OFFICE USE ONLY**     CASH     CHECK     CREDIT CARD

DCN \_\_\_\_\_ FILE # \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

**APPLICATION FOR BIRTH or DEATH RECORD**

**PLEASE PRINT CLEARLY.**

**INCLUDE A COPY OF YOUR VALID ID** WHEN SENDING IN THE REQUEST. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE).

**Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)**

Your Name (First, Middle, Last Name): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

**Your relationship to Person named on Certificate (Check One):**     Self     Child     Spouse     Parent     Sibling

Grandparent     Legal Guardian (proof required)     Legal Representative (proof required)     Other: \_\_\_\_\_

**Reason for Request:**

Newborn     Travel/Passport     Records     School     Insurance     Other: \_\_\_\_\_

**Step 2: INFORMATION FOR PERSON NAMED ON BIRTH RECORD (Must be completed to Identify Record Requested)**

FULL NAME ON RECORD:	First Name	Middle Name	Last Name
DATE OF BIRTH/DEATH:	Month	Day	Year
SEX:			
PLACE OF BIRTH/DEATH:	City or Town	County	<b>TEXAS ONLY</b>
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

**Step 3: I authorize mailing to the address below instead of my mailing address listed above in step 1.**

Name: \_\_\_\_\_

Address to Send to if different than noted above: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Step 4: COST & FEES (NOT REFUNDABLE, if Record Not found)**

**Step 5: AFFIDAVIT (NOTARY SECTION)**

Select Record Type:	Qty	Price/each	Total
<input type="checkbox"/> Short Form Birth Certificate (General Use)		x \$23.00	\$
<input type="checkbox"/> Long Form Birth Certificate (Must be born in Waller County)		x \$23.00	\$
<input type="checkbox"/> Waller County Death Certificate		x \$21.00	\$
<input type="checkbox"/> Additional Death Certificate(s)		x \$4.00	\$
<input type="checkbox"/> Military Personnel with current deployment orders		Exempt	
<input type="checkbox"/> Foster or Homeless child or youth		Exempt	
<input type="checkbox"/> I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.			\$5.00
<b>Total Due:</b>			\$

**ONLY applications submitted by mail need to be notarized.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ (Date)

By \_\_\_\_\_ (Printed Name of Applicant Acknowledging)

\_\_\_\_\_  
(Notary Public's Signature)

(Personalized Seal)

**WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)**

**READ & SIGN (Applications without signatures or attached valid ID will NOT be accepted for processing)**

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_



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## APPLICATION FOR **BIRTH** or **DEATH** RECORD

**Walk In:** Same day services. Hours are Monday – Friday 8:00 am – 4:30 pm. Waller County Clerk, 425 FM 1488, Suite 112, Hempstead, TX 77445

**Mail In Orders:** Processed and mailed 48 hours after receipt of the request. Mail to: Waller County Clerk, 425 FM 1488 Suite 112, Hempstead, TX 77445

**Short Form Birth Certificate** – An abstract of the birth record. This birth certificate will only show current information for the child's name, date of birth, place of birth, sex, and name of parent(s). This form will not show a history of corrections. This form is often used for school records and is acceptable for most purposes. You can obtain a Short Form Birth Certificate at most county clerks offices in Texas as long as you were born in Texas.

**Long Form Birth Certificate** – Most comprehensive birth record. It is a copy of the original birth certificate. It will show a history of corrections that have been made to the birth record. This form is often used for requesting passports. You can only obtain a Long Form Birth Certificate from the county you were born in or Texas Department of State Health Services – Vital Statistics Section.

**Military Personnel with current deployment orders** – [Texas Government Code 437.217](#). EXEMPTION FROM FEES FOR MILITARY PERSONNEL. A member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States secretary of defense is exempt from paying the following state or local governmental fees the member incurs because of the deployment to arrange the member's personal affairs: (1) fees for obtaining copies of: (A) a birth certificate. **MILITARY ID AND MILITARY ORDERS ARE REQUIRED.**

**Foster or Homeless child or youth** – [Texas Health and Safety Code 191.0049](#). BIRTH RECORD ISSUED TO FOSTER CHILD OR YOUTH OR HOMELESS CHILD OR YOUTH. On request of a child or youth described by this section, the state registrar, a local registrar, or a county clerk shall issue, without fee or parental consent, a certified copy of the child's or youth's birth record to:

(1) a homeless child or youth as defined by 42 U.S.C. Section 11434a; (2) a child in the managing conservatorship of the Department of Family and Protective Services; and (3) a young adult who: (A) is at least 18 years of age, but younger than 21 years of age; and (B) resides in a foster care placement, the cost of which is paid by the Department of Family and Protective Services. **DOCUMENTATION OF STATUS IS REQUIRED.**

Copies of birth certificates for births that occurred within the past 75 years can be requested only by the immediate family of the person whose name is on the birth certificate. Copies of death certificates for deaths that occurred within the past 25 years can be requested only by immediate family members of the person whose name is on the certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the child, their guardian, their children, spouses, parents, siblings, or grandparents.

Applicants who are not immediate family members must provide legal documentation (such as an insurance policy listing the applicant as the beneficiary) that documents a direct, tangible interest in the death certificate.

**The applicant must include a copy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).**

**If a record is not on file, our office will issue a "not found" letter.**

### Customer Mail In Check List

- Complete steps 1, 2, 3, and 4 on the application. Please type or print clearly.
- Complete step 2 of the application and have it notarized.
- Sign and date the application.
- Make sure the application is original and not a photocopy.
- Enclose a copy of a current driver's license, passport or state identification. See complete ID list on our website.
- Enclose appropriate fees. **Make Check or money orders payable to Waller County Clerk.**

**For more information, go to: <https://www.co.waller.tx.us/page/CC.VitalRecords>.**