Birth/Death Certificate Information

**Short Form**

Abstract Birth Certificate

This format satisfies most purposes, including registering a child for school or sports and obtaining a driver license in most states. The Abstract format of the Birth Certificate is available for all Texas Birth regardless of County. This certificate **MAY NOT** be accepted by the U.S. Passport Office as a valid birth certificate.

**Long Form**

Birth Certificate

Used most often to obtain a passport. It's also typically required for purposes of dual citizenship and immigration. This format is not available for the City of Dallas.

**Qualified Applicants**

- Self
- Parent
- Spouse
- Grandparent
- Sibling
- Child
- Legal Guardian (Must provide certified copy of legal documentation)
- Third Party: Notarized letter & copy of valid ID from immediate family member to release Birth/Death document
- More information can be found online @ [www.DallasCounty.org](http://www.DallasCounty.org)

**Long Form Birth Certificates & Death Certificates AVAILABLE for the following DALLAS COUNTY CITIES**

<table>
<thead>
<tr>
<th>Addison</th>
<th>Coppell</th>
<th>Glenn Heights</th>
<th>Lancaster</th>
<th>Sachse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balch Springs</td>
<td>Desoto</td>
<td>Grand Prairie (86 to Present)</td>
<td>Las Colinas</td>
<td>Seagoville</td>
</tr>
<tr>
<td>Carrollton (86 to Present)</td>
<td>Duncanville</td>
<td>Highland Park</td>
<td>Mesquite</td>
<td>Sunnyvale</td>
</tr>
<tr>
<td>Cedar Hill</td>
<td>Farmers Branch</td>
<td>Hutchins</td>
<td>Richardson (86 to Present)</td>
<td>University Park</td>
</tr>
<tr>
<td>Cockrell Hill</td>
<td>Garland</td>
<td>Irving</td>
<td>Rowlett</td>
<td>Wilmer/Wylie</td>
</tr>
</tbody>
</table>

**If City of Dallas (April 1983 to Present)**

Bureau of Vital Statistics

1515 Young St.
Dallas, TX 75201
Mon-Fri 8:30am-4:30pm
(214) 670-3248

**Long Forms Birth & Death Certificates NOT AVAILABLE for the City of Dallas or other counties (see sides for contact information).**

<table>
<thead>
<tr>
<th>Baylor Dallas Medical Center</th>
<th>Methodist Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlton Methodist Hospital</td>
<td>Parkland Memorial Hospital</td>
</tr>
<tr>
<td>Children’s Medical Hospital</td>
<td>Presbyterian of Dallas</td>
</tr>
<tr>
<td>Dallas Veterans Affairs Medical</td>
<td>Renaissance Hospital Dallas</td>
</tr>
<tr>
<td>Doctors Hospital</td>
<td>St. Paul Medical Center</td>
</tr>
<tr>
<td>Lakepoint Hospital (Rowlett County)</td>
<td>Medical City Dallas</td>
</tr>
<tr>
<td>Trinity Medical (None Before-1996)</td>
<td>UT Southwestern</td>
</tr>
</tbody>
</table>

**Order all Texas Records (1903 to Present)**

Austin Vitals Statistics

1100 W. 49th St.
Austin, TX 78756
Mon-Fri 8am - 5pm
1 - (888) 963 – 7111
[www.Texas.gov](http://www.Texas.gov)

**ROUTINE SERVICE**

We are processing routine applications in approximately **2-3 weeks** from the time application is submitted to us by mail.

**EXPEDITE SERVICE**

Mail your request by Overnight Mail Service **and** with enclosed paid Overnight Mail Envelope to expedite your request. May be mailed by FEDEX, UPS, or USPS Express mail. **2-5 business day service.**

**Mail the following Items**

- Form Completed and Signed
- **Notarized** Copy of ID
- Money Order Payable to: Dallas County Clerk (Printed no more than 60 days)
- Optional: Self Addressed Pre-postage Envelope (Certified, Priority, Express, Etc.)

**Mailing Address**

Dallas County Clerk’s Office

ATTN: Birth/Death Certificate

1201 Elm St., Ste. 2100A
Dallas, TX 75270
NOTARIZED PROOF OF IDENTIFICATION

PART I. ENTER NAME, DATE AND PLACE OF BIRTH/DEATH, AND NAMES OF PARENTS AS INFORMATION APPEARS ON BIRTH/DEATH CERTIFICATE

<table>
<thead>
<tr>
<th>FULL NAME OF PERSON ON RECORD</th>
<th>DATE OF BIRTH/DEATH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLACE OF BIRTH/DEATH (City or County)</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL NAME OF PARENT 1</th>
<th>FULL NAME OF PARENT 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART II. ENTER RELATIONSHIP TO PERSON ON RECORD AND THE TYPE OF ID USED.

<table>
<thead>
<tr>
<th>NAME AND RELATIONSHIP TO PERSON ON RECORD</th>
<th>TYPE AND NUMBER OF ID ACCEPTED WHEN NOTARIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AFFIDAVIT OF PERSONAL KNOWLEDGE

PART III. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

STATE OF _____________________
COUNTY OF _____________________

Before me on this day appeared ________________________________ (Name)
now residing at ________________________________ (Address) (City) (State)
who is related to the person named on Part I as ________________________________ (Relationship) and who on oath deposes and says that the contents of this affidavit are true and correct.

Signature ____________________________________________

Sworn to and subscribed before me, this ________ day of ________, 20 ______.

Signature of Notary Public

(Seal)

Commission Expires
Typed or Printed Name
Street Address
City, State and Zip

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR 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)

MAIL THIS SWORN STATEMENT, APPLICATION, PAYMENT, AND A PHOTOCOPY OF YOUR VALID PHOTO ID TO:
Dallas County Clerk
1201 Elm St., Ste. 2100A
Dallas, TX 75270

(APPLICATIONS WITHOUT THE SWORN STATEMENT AND PHOTO ID WILL NOT BE PROCESSED)
Application for Certified Copy
Birth or Death Certificate

Birth Certificate
- Short Form (Abstract): Available for all Texas births - $23.03 each
- Long Form: Dallas County Suburbs Only - $23.03 each

Death Certificate
- Dallas County Suburbs Only - $21
- Additional Copies are $4

Cash, Money Order, or Debit/Credit Accepted ($3.95 convenience fee applies for card payments).
For any search of the files where a record is not found, the searching fee is not refundable or transferable.

<table>
<thead>
<tr>
<th>BIRTH/DEATH RECORD INFORMATION (Información de certificado)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>① Name on Record:</strong> First name/Primer nombre</td>
</tr>
<tr>
<td><strong>② Date of Birth:</strong> Month/Mes</td>
</tr>
<tr>
<td><strong>③ Date of Death:</strong> Month/Mes</td>
</tr>
<tr>
<td><strong>④ Place of Birth/Death:</strong> City/Ciudad de nacimiento</td>
</tr>
<tr>
<td><strong>⑤ Hospital name:</strong> (Hospital)</td>
</tr>
<tr>
<td><strong>⑥ Parent 1:</strong> [ ] Mother [ ] Father [ ] Madre [ ] Padre</td>
</tr>
<tr>
<td><strong>⑦ Parent 2:</strong> [ ] Mother [ ] Father [ ] Madre [ ] Padre</td>
</tr>
</tbody>
</table>

**TEXAS ONLY**
No Long Form Birth Certificates for the City of Dallas (Only Abstract)
No Death Certificates are available for Deaths that occurred in the City of Dallas.
(No ofrecemos forma larga y actas desfunción para la Cuidad de Dallas)

**YOUR INFORMATION** (Información de solicitante)
- **Relation to:** [ ] Self [ ] Father [ ] Spouse [ ] Legal Guardian [ ] Mother [ ] Sibling [ ] Child [ ] Grandparent
- **Purpose for request:** [ ] Passport [ ] Records [ ] School [ ] Driver License [ ] Housing [ ] Travel [ ] Veteran [ ] Social Security [ ] Insurance [ ] Other:

<table>
<thead>
<tr>
<th>Your Name: (Nombre)</th>
<th>First/Primer nombre de solicitante</th>
<th>Middle/Segundo nombre</th>
<th>Last Name/Appellido</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home address: (Domicilio)</td>
<td># Street/Calle</td>
<td>Apt #</td>
<td>City/Ciudad</td>
</tr>
<tr>
<td>Phone #: (Teléfono)</td>
<td>( )</td>
<td>E-mail: [ ] FORM</td>
<td></td>
</tr>
</tbody>
</table>

**Office Use Only**
- **Applicant Information**
  - ID/Driver's License: ID #
  - Passport: Expire Date
  - Other: State of Issue
  - Clerk: Amount | Book | Page

**Would you like a receipt emailed?** Yes [ ] No [ ]
**Would you like a paper receipt?** Yes [ ] No [ ]

Form revised 07/20/2016 DCCyw