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Legal Authority: IC 16-37-1-8

ID Required for a Birth or Death Record

One (1) Valid Primary Document or Two (2) Secondary Documents

If the applicant does not have one of the primary documents listed, the applicant will be asked to have an eligible family member or other authorized person obtain the birth certificate. If the applicant is the person named on the record and has neither acceptable ID nor a qualified family member, the supervisor may at his/her discretion accept two (2) secondary documents for identification purposes.

One (1) Primary Photo Document

- ❖ Non-expired Government issued Driver's License/State ID
- ❖ Military ID
- ❖ Non-expired US or Foreign Passport
- ❖ Department of Corrections ID Card or Printout that includes picture [within six (6) months of release]
- ❖ Current Year School ID/Proof of Current Enrollment
- ❖ Non-expired Consular ID/*Matricula Consular*

Two (2) Forms of Secondary Documents

- ❖ Expired Government issued Driver's License/State ID
- ❖ Signed Temporary Government issued Driver's License/State ID
- ❖ Signed Social Security Card
- ❖ Signed Bankcard (**NOT** a credit card) or Personal Check with current information
- ❖ Current Work ID w/Photo, Name of Company & Address, & Date of Employment
- ❖ Verification of Employment on Letterhead including Date of Employment, Employer's Address and Manager's Name and Signature

Secondary Documents Continued

- ❖ Signed Voter Registration Card
- ❖ Signed Vehicle Registration (no titles)
- ❖ Previous Year's Tax Return (1040) with Signature and Social Security Number
- ❖ Probation Documentation or Statement from Probation Officer on Letterhead including Person's Name and Date of Birth w/Signature
- ❖ Signed Warranty Deed or Current Lease/Rental Agreement (must show address and signature of applicant)
- ❖ Signed Loan Agreement (must show address and signature of applicant)
- ❖ Club Membership Card w/Signature or Photo
- ❖ Military Discharge (DD-214)
- ❖ Signed Indiana only Gun Permit
- ❖ Signed Indiana only Professional License
- ❖ Police Report (for ID reported stolen)
- ❖ Fire Report (for ID reported destroyed by fire)
- ❖ Welfare, Food Stamps, or WIC ID cards
- ❖ Letter from BMV or Social Security Administration that shows individual's name and date of birth.
- ❖ Certified Marriage Application with signatures

Those Eligible to Obtain a Birth or Death Certificate with Required Identification Above

Birth – Must show proof of relationship

- ❖ The individual named on the record
- ❖ Parents (must be on the record)
- ❖ Step-parent meeting specified requirements
- ❖ Grandparents
- ❖ Sibling – 18 years of age or older
- ❖ Children or grandchildren – 18 years of age or older
- ❖ **Current** spouse (must show proof of marriage)
- ❖ Aunts/Uncles
- ❖ Court appointed legal guardian (must provide guardianship papers with seal)
- ❖ A person with a court order releasing the record.
- ❖ Legal interest (must provide work ID and letter of direct interest spelled out on letterhead, court documents, or signed authorization from client)
 - Attorney representing person named on record
 - Adoption attorney facilitating the adoption of the person named on record.
 - Child protective agency with court documentation that the child has been placed with that agency

- State and federal agencies
- Recognized government or private agency working on behalf of person named on record

- ❖ Genealogy (must be over 75 years old and deceased; must show proof of death)

Death – Must show proof of relationship

- ❖ Parents (must be listed on record)
- ❖ Spouse (must be listed on record)
- ❖ Adult children or grandchildren – 18 years of age or older
- ❖ Grandparents
- ❖ Siblings – 18 years of age or older
- ❖ Aunts/Uncles
- ❖ Adult Nieces/Nephews – 18 years of age or older
- ❖ Legal Interest (must show proof)
- ❖ Funeral Home/Director (Must have handled the body)
- ❖ Genealogy (Must be over 75 years old)

Step relatives are otherwise **NOT entitled to a certified copy of a birth/death certificate except where provided to non-family members as listed above.