

OCHILTREE COUNTY BIRTH/DEATH CERTIFICATE APPLICATION

Condado de Ochiltree Solicitud para Acta de Nacimiento/Defunc

Office of the PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE.) NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCL A COLOR PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST.

Jeri Ann McGarraugh, Clerk

County Clerk SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INF	ORMA	TION	AND	D SHIF	PPING	G ADD	DRESS	(PLE/	ASE PI	RINT)		/	Paso 1	.: Su In	forma	cion y	Direcci	on de	Envio	(porfa	avor im	primir)				
Your Name (First, Midd	lle, Last Na	ame, Su	uffix) F	Please s	eparat	e with a	a space	betwee	en first,	middle,	and las	st name.		/	Su Norr	nbre (Pr	imer No	mbre, S	Secund	o Noml	bre, Ape	ellido, Si	ufijo)				
Street Address / Dir	eccion												City / C	Ciudad						-	State ,	/ Estado)	Zip Co	de / Cod	igo Post	al
Your relationship to Per				Su rela	cion co	n la Per	sona no	ombrad	a en	E-mail	Addres	is / Co	rreo Ele	ectronic	:0					Daytir	ne Phor	ne Num	ber / Nı	imero d	le Telefo	ono dura	inte el
Certificate: Self / Pare Specify:	nt	Othe		el certi Otro-Es			Padre																				
I authorize mailing t	o the add	ress be	_			_	other th	an liste	ed abov	e./ Aut	orizo el	envio a	ı la dire	ccion a	contin	uacion,	si se en	via a u	na dire	ccion d	iferent	e a la m	encion	da ante	riormer	ite.	
First, Middle, Last Name	e, Suffix. P	Please s	separa	te with	a spac	e betw	een, firs	t, midd	lle, and	last nar	ne. / Pr	imer No	mbre, s	Segund	o Nomb	ore, Ape	llido, Su	fijo. Se	pare co	on un es	spacio e	ntre no	mbre, s	egundo	y apelli	do	
Address to Send Certific	cate to if c	differen	nt thar	n noted	above/	Direccion	a la que en	viar el cert	ificado, si e	s diferente	a la indicad	la anteriorm	iente			City / C	Ciudad					State/	Estado	Zip Co	de / Cod	igo Post	tal
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Reason for Request:		ewborr		_		/Passpo			Record			School		Insura			Other:										
Razon de la Solicitud:		Recien N				asaporte			Registro			Escuela		Seguros		<u> </u>	Otro:										
Step 2: INFORMA								-				•			/ Paso												
Full Name on Certificat	e (First, N	1iddle, I	Last N	lame, Si	uffix) Pl	lease se	eparate	with a :	space b	etweer	ı first, m	niddle, a	nd last	name.	/	Nom	nbre Cor	npleto	en el C	ertifica	do (Prin	nero, M	edio, Ap	oellido,	Sufijo)		
Date of Birth / Fecha de				Month	/ Mes	Day / I	Dia	Year /	Ano	-	1																
Date of Death / Fecha o	le Fallecin	niento																									
Place of Birth/ Lugar de	Nacimien	nto		City / C	iudad			1	T		T		County	/ / Conc	lado							T	State /	Estado			
Place of Death/ Lugar d	e Fallecim	niento																							TEXAS	ONLY	
Parent 1: First, Middle,	Last Name	e prior	to firs	t marria	nge (Ma	aiden N	lame). F	lease s	eparate	e with a	space	betweer	n first, r	niddle,	and las	t name.											
Madre: Primer Nombre	, Segundo	Nomb	ore, Ap	ellido c	le Solte	era.		1	ī		ī					-					-	ī					
Parent 2: First, Middle,	Last Name	e prior	to firs	t marria	nge (Ma	aiden N	ame). P	lease s	eparate	with a	space b	between	i first, n	niddle, a	and last	name.						•					
Padre: Primer Nombre,	Segundo	Nombr	e, Ape	ellido, S	ufijo.	1	-		1		1					•				1	-	1	-				
Step 3: COST & FI	EES (FEI	ES NC	DN-R	EFUN	DABL	.E)							Step	4: AF	FIDA	/IT											
Select Certificate Type:							QTY	F	rice/ea	ch	Т	otal			ONLY a	oolicati	ons for l	birth or	death	certific	ates su	bmitted	l bv ma	il need	to be no	tarized	
Long Form Birth Cer	tificate (Lo	ocal Oc	hiltree	e Count	y Birth)			x \$23.0		\$		STAT														
Short Form Birth Cer	rtificate (B	Born Ou	utside	Ochiltre	ee)				x \$23.0	0	\$		COUN	NTY OF													
Standard Ochiltree	County De	ath Cei	rtificat	te					X \$21.0	0	\$																
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PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE.) NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCL A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST. SEE INSTRUCTIONS ON BACK.

Walk In: Same day service. Hours are Monday-Friday 8:30 a.m. until 4:30 p.m. Ochiltree County Clerk's Office 511 S Main St, Ste #8, Perryton, TX 79070

Main In Orders: Processed and mailed with 24 hours after receipt of request. Mail to: Ochiltree County Clerk, 511 S Main St, Ste #8, Perryton, TX 79070

Expedited Orders: Please remember that we do not have accounts for FEDEX, LoneStar, or UPS so if you would like something returned to you in that manner, please provide your own prepaid envelope that we can send with one of the carriers. We only have drop off points for FEDEX or UPS, so you would need to make arrangmen for LoneStar to pick it up if that's the service that you choose to use for your shipping needs. Must be sent to Ochiltree County Clerk, 511 S Main St, Ste #8, Perryton, T 79070.

Long form Birth Certificate - Most comprehensive birth record. It is a certified copy of the original birth certificate. It will also show a history of corrections that have b made to the birth record. This form is often used for requesting passports. This is the form we issue for individuals born in Ochiltree County.

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, : 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. This is also the form we can issue for individuals born outside of Ochiltree County.

Standard Death Certificate - Most comphrensive death record. It is a certified copy of the original death certificate. It will also show a history of corrections that have t made to the death record. This form is often used for probates or proof of death for insurance. We do issue an amended, long form when a death record has an amendment.

Extra Copies - You obtain additional copies of a death certificate at the time of purchase for \$4 each. We recommend if you think you will need more than one to obta the copies at the time of purchase to save money. If you come in days later to obtain more, we will have to charge the \$21 for the first copy, again. So, it is a prudent t to get more the first time.

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. 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, spouse, parents, sibilings, or grandparents.

Applicants who are not immediate family members must provide legal documentation (such as a court order establishing guardianship) that demonstrates a direct, tangible interest in the birth certificate

Copies of death certificates for deaths that occurred within the past 25 years can be requested only by the immediate family of the person whose name is on the deat 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 spouse, chil parents, siblings, or grandparents.

The applicant must include a photocopy 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 can also see the County Clerk's page on acceptable identification in English & Spanish (http://co.ochiltree.tx.us/) Scroll over "County Offices" - Click on County Clerk, then click on Vital Records for the proper section.

Applications for birth or death certificates cannot be processed without a photo ID or alternate IDs and the signature of the applicant. If a valid photo ID or alternate and signatures are not received, the application will not be processed.

Walk-in Customer Checklist / Lista de Verificacion de Cliente sin Cita Previa

- Complete steps 1, 2, and 3 of the application. Please type or print clearly. / Complete los pasos 1, 2 y 3 de la solicitud. Por favor escriba claramente.
- Sign and date the application. / Firme y ponga la fecha en la solicitud.
- Have current driver's license, passport, or state identification ready. / Tener lista una licencia actual de conducir, pasaporte o identificacion del esatdo.
- Have appropriate fees ready. Make checks or money orders payable to Ochiltree County Clerk. / Tenga las tarifas apropiadas listas. Haga cheque a nombre del Secretario o Condado de Ochiltree.

Mail-in Customer Checklist / Lista de Verificacion de Cliente por Correo

- Complete steps 1, 2, and 3 of the application. Please type or print clearly. / Complete los pasos 1, 2 y 3 de la solicitud. Por Favor escriba claramente.
- Complete step 4 of the application: Sign and date the application in the presence of a notary public. / Complete el paso 4 de la solicitud: Firme y ponga la Fecha en la solic en presencia de un notario publico.
- Enclose a color copy of a current driver's license, passport, or state identification. / Adjunte una copia en color de una licencia actual de conducir, pasaporte o identificacion estado.
- Enclose appropriate fees. Make checks or money orders payable to Ochiltree County Clerk. / Adjunte las tarifas correspondientes. Haga cheque a nombre del Secretario de Condado de Ochiltree.
- Enclose application with original signatures. / Adjunte la solicitud con las firmas originales.

via telephone at 1-(806)-435-8039

via email at countyclerk@ochiltree.net

The mailng address for the Ochiltree County Clerk is: / La direccion postal del Secretario del Condado de Ochiltree es:

511 S Main St, Ste #8

Perryton, TX 79070







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