



**OCHILTREE COUNTY**  
Cassi Laxton, Clerk

Office of the  
County Clerk

# OCHILTREE COUNTY BIRTH/DEATH CERTIFICATE APPLICATION

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

SEE INSTRUCTIONS ON BACK.

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

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle, and last name.

Street Address																													
Your relationship to Person named on Certificate: Self / Parent Other-Specify: _____										E-mail Address										Daytime Phone Number									
<input type="checkbox"/> I authorize mailing to the address below, if mailing to address other than listed above.																													
First, Middle, Last Name, Suffix. Please separate with a space between, first, middle, and last name.																													
Address to Send Certificate to if different than noted above															City					State		Zip Code							

Reason for Request:  Newborn  Travel/Passport  Records  School  Insurance  Other: \_\_\_\_\_

## Step 2: INFORMATION FOR PERSON NAMED ON BIRTH/DEATH CERTIFICATE (PLEASE PRINT)

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle, and last name.

Date of Birth					Month		Day		Year												
Place of Birth					City					County					State						
															TEXAS ONLY						
Parent 1: First, Middle, Last Name prior to first marriage (Maiden Name). Please separate with a space between first, middle, and last name.																					
Parent 2: First, Middle, Last Name prior to first marriage (Maiden Name). Please separate with a space between first, middle, and last name.																					

## Step 3: COST & FEES (FEES NON-REFUNDABLE)

Select Certificate Type:	QTY	Price/each	Total
<input type="checkbox"/> Long Form Birth Certificate (Local Ochiltree County Birth)		x \$23.00	\$
<input type="checkbox"/> Short Form Birth Certificate (Born Outside Ochiltree)		x \$23.00	\$
<input type="checkbox"/> Standard Ochiltree County Death Certificate		x \$21.00	\$
<input type="checkbox"/> Extra Copies of DEATH Certificate Only		x \$4.00	\$
All orders are returned free of charge by USPS regular mail. For urgent requests, orders may be EXPEDITED by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS. Our office is unable to send it back to you via other carrier (FEDEX, LoneStar, or UPS) unless you provide the prepaid envelope, at which we will send it back via that carrier for you.			
<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
Total Due		\$	

## Step 4: AFFIDAVIT

*ONLY applications for birth or death certificates submitted by mail need to be notarized*

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

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

This instrument was acknowledged before me on \_\_\_\_\_

by \_\_\_\_\_

(Name of person 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 UPTO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195 SEC. 190.003.)

**READ & SIGN (If record is not found, the fees are not refundable and are kept. If record is not a file, the OCC will issue a "not found" letter.**

Signature of Applicant \_\_\_\_\_ Date Signed (MM/DD/YYYY) \_\_\_ / \_\_\_ / \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
<input type="radio"/> CASH	<input type="radio"/> CHECK	<input type="radio"/> MONEY ORDER	<input type="radio"/> CREDIT CARD
REMIT No. _____	AMOUNT \$ _____	DATE _____	FILED BY STAFF _____
Document Number _____			



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**Walk In:** Same day service. Hours are Monday-Friday 8:30 a.m. until 5:00 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 arrangements 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, TX 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 been 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, 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. This is also the form we can issue for individuals born outside of Ochiltree County.

**Standard Death Certificate** - Most comprehensive death record. It is a certified copy of the original death certificate. It will also show a history of corrections that have been 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 obtain 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 thing 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, siblings, 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 death 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, child, 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 ID and signatures are not received, the application will not be processed.**

### Walk in Customer Checklist

- Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- Sign and date the application.
- Have current driver's license, passport, or state identification ready.
- Have appropriate fees ready. Make checks or money orders payable to Ochiltree County Clerk.

### Walk in Customer Checklist

- Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- Complete step 4 of the application: Sign and date the application in the presence of a notary public.
- Enclose a copy of a current driver's license, passport, or state identification.
- Enclose appropriate fees. Make checks or money orders payable to Ochiltree County Clerk.

**For the status of your request, contact the Ochiltree County Clerk's Office at:**

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

via email at [countyclerk@ochiltree.net](mailto:countyclerk@ochiltree.net)

**The mailing address for the Ochiltree County Clerk is:**

511 S Main St, Ste #8  
Perryton, TX 79070