



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.

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 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.

Mail-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 color copy of a current driver's license, passport, or state identification.
- ☐ Enclose appropriate fees. Make checks or money orders payable to Ochiltree County Clerk.
- ☐ Enclose application with original signatures.

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

via email at countyclerk@ochiltree.net

The mailing address for the Ochiltree County Clerk is:

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