

OCHILTREE COUNTY

Cassi Laxton, Clerk

OCHILTREE COUNTY BIRTH/DEATH CERTIFICATE APPLICATION

Office of the 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.

County Clerk 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.																														
Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle, and last na												last na	ne.	-		-	-	1	<u> </u>	-	<u> </u>	1		<u> </u>						
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Your re	lation	ship to I	Person r	named		E-mai	l Addres	is													Daytir	ne Phor	ne Num	ber						
	on Certificate: Self / Parent Other-Specify:																			İ -										
	I authorize mailing to the address below, if mailing to address other than listed above.																			<u> </u>										
First, N	1iddle,	Last Na	ime, Sul	ffix. Ple	ase sep	arate w	ith a sp	ace bet	ween,	irst, mi	ddle, ar	nd last r	iame.																	
Address to Send Certificate to if different than noted above City																				State Zip Code										
Boaro	Reason for Request: Newborn Travel/Passport Records School													bol 🗌 Insurance 🗍 Other:																
Reason for Request: Newborn Travel/Passport Records School Insurance Other:																														
Sten	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.																														
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Date o	f Dirth				Month		Day		Year																					
Date 0	I BILLI				WOIL		Day		real			1																		
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Place o	of Birth				City	1	1	1		1	1	1	1		Count	y I		1	1	I	1	1	1	1	State					
																							TEXAS ONLY							
Parent	1: Firs	t, Midd	e, Last I	Name p	rior to f	first ma	irriage (I	Maiden	Name)	. Please	separa	ate with	a spa	e betw	een first	, middle	e, and l	ast nam	e.	T	<u> </u>		<u> </u>	<u> </u>	-	1	1	-		-
Parent	2: Firs	t, Midd	e, Last I	Name p	rior to t	first ma	irriage (I	Maiden	Name)	. Please	separa	ate with	a spa	e betw	een first	, middle	e, and l	ast nam	e.	1	-	-	-		1					-
Step	3: CC	DST &	FEES	(FEES	NON	-REFL	JNDAI	BLE)							Step	4: AF	FIDA	VIT												
Select	Certific	ate Typ	e:						QTY	Price/each				otal	1	ONLY applications for birth or death certificates submitted by mail need to be notarized														
Long Form Birth Certificate (Local Ochiltree County Birth)										x \$23.00			\$		STAT	STATE OF														
Sho	rt Forr	n Birth	Certifica	ate (Bor	n Outsi	de Och	iltree)				x \$23.0	0	\$		COUNTY OF															
Standard Ochiltree County Death Certificate										X \$21.00 \$																				
	Extra Copies of DEATH Certificate Only x \$4.00 \$													This instrument was acknowledged before me on														•		
by sen	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.														by(Name of person acknowledging)														-	
	sh to n	nake a v	/oluntar	v contr	ibution	of \$5.0	10 to pro	mote h	ealthy	earlv ch	ildhood	d bv	1		4					(Name c	f perso	n ackno	wledgi	ng)					
suppo	ting th	e Texas	Home	Visitati	on Prog	ram Ad	ministe						Ś	5.00																
Coordination of Health and Human Services.																(Notary Public's Signature) (Personalized Seal)														
													WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE																	
	Total Due \$												STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE SATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UPT TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195 SEC. 190.003.)														A FINE			
REAL) & S	IGN (I	f reco	ord is	not fo	ound,	the fe	ees ai	e not	refur	ndabl	e and	are	kept.	lf reco	ord is	not a	file, t	he O(C wil	l issu	e a "n	ot fo	und"	letter	•				
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OCHILTREE COUNTY Office of the Cassi Laxton, Clerk County Clerk

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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 arrangments 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.

<u>Standard Death Certificate</u> - Most comphrensive 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, 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 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 origianl signatures.

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

via email at countyclerk@ochiltree.net

The mailng address for the Ochiltree County Clerk is:

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