



OCHILTREE COUNTY
Cassi Laxton, Clerk

Office of the
County Clerk

OCHILTREE COUNTY BIRTH/DEATH CERTIFICATE APPLICATION

Condado de Ochiltree Solicitud para Acta de Nacimiento/Defuncion

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

SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT) / Paso 1: Su Informacion y Direccion de Envio (porfavor imprimir)

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle, and last name. / **Su Nombre** (Primer Nombre, Segundo Nombre, Apellido, Sufijo)

Street Address / Direccion City / Ciudad State / Estado Zip Code /Codigo Postal

Your relationship to Person named on Certificate: Self / Parent Other-Specify: _____ Su relacion con la Persona nombrada en el certificado: Yo / Padre Otro-Especificar: _____ E-mail Address / Correo Electronico Daytime Phone Number / Numero de Telefono durante el dia

I authorize mailing to the address below, if mailing to address other than listed above./ Autorizo el envio a la direccion a continuacion, si se envia a una direccion diferente a la mencionada anteriormente.

First, Middle, Last Name, Suffix. Please separate with a space between, first, middle, and last name. / Primer Nombre, Segundo Nombre, Apellido, Sufijo. Separe con un espacio entre nombre, segundo y apellido

Address to Send Certificate to if different than noted above/ Direccion a la que enviar el certificado, si es diferente a la indicada anteriormente City / Ciudad State/Estado Zip Code /Codigo Postal

Reason for Request: Newborn Travel/Passport Records School Insurance Other: _____
 Razon de la Solicitud: Recien Nacido Viaje/Pasaporte Registros Escuela Seguros Otro: _____

Step 2: INFORMATION FOR PERSON NAMED ON BIRTH/DEATH CERTIFICATE (PLEASE PRINT) / Paso 2: Informacion para la Persona Nombrada en el Certificado

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle, and last name. / **Nombre Completo en el Certificado** (Primero, Medio, Apellido, Sufijo)

Date of Birth / Fecha de Nacimiento Month / Mes Day / Dia Year / Ano
 Date of Death / Fecha de Fallecimiento

Place of Birth/ Lugar de Nacimiento City / Ciudad County / Condado State / Estado
 Place of Death/ Lugar de Fallecimiento 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.
 Madre: Primer Nombre, Segundo Nombre, Apellido de Soltera.

Parent 2: First, Middle, Last Name prior to first marriage (Maiden Name). Please separate with a space between first, middle, and last name.
 Padre: Primer Nombre, Segundo Nombre, Apellido, Sufijo.

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) ___/___/_____

OFFICE USE ONLY

CASH CHECK MONEY ORDER CREDIT CARD Document Number _____

REMIT No. _____ AMOUNT \$ _____ DATE _____ FILED BY STAFF _____



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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 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, 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 / 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 de 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 solicitud 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 del 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 mailing 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