



DESIGNATION TO OBTAIN A VITAL RECORD

The person named on record or his or her immediate family member, who is entitled to receive a vital record, may use this form along with a properly completed application for vital record, to designate another person to apply on their behalf. Per Texas Administrative Code 181.1, the person designated will become a properly qualified applicant to receive a vital record.

IN ORDER TO DESIGNATE ANOTHER PERSON, THE PERSON NAMED ON RECORD OR HIS/HER IMMEDIATE FAMILY MEMBER MUST COMPLETE ALL SECTIONS BELOW AND ATTACH A PHOTOCOPY OF THEIR VALID ID. A PHOTOCOPY OF THE VAILID ID OF THE DESIGNATED PERSON MUST ALSO BE ATTACHED.

FORM MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED.

Step 1: YOUR INFORMATON (PLEASE PRINT)

Your Name (First, Middle, Last Name):

I request that DSHS Vital Statistics in Austin, Texas allow (name of designated person) to obtain a certified copy of the birth/death record on my behalf.

Your relationship to Person named on Certificate (Check One): Self Child Spouse Parent Sibling Grandparent Legal Guardian (proof required) Other:

Step 2: INFORMATION FOR PERSON NAMED ON RECORD (Must be completed to Identify Record Requested)

Table with 4 columns: FULL NAME ON RECORD, DATE OF EVENT, PLACE OF EVENT, FULL NAME OF PARENT 1, FULL NAME OF PARENT 2. Sub-headers include First Name, Middle Name, Last Name, Month, Day, Year, SEX, City or Town, County, Maiden Last Name (Before first marriage).

Step 3: AFFIDAVIT (NOTARY SECTION)

STATE OF

COUNTY OF

This instrument was acknowledged before me on (Date) By (Printed Name of applicant acknowledging)

(Applicant's Signature)

(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 UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

## How To Properly Complete The Texas DSHS Authorization Form

- 1 Put your legal first name here.
- 2 Put your legal middle name here. If you don't have a middle name just leave it blank.
- 3 Put your legal last name here.
- 4 **YOU MUST LEAVE THIS SECTION BLANK.** This is where we enter our staff member's name who will be assigned to hand file your application in person at the DSHS office.
- 5 You would check the box that says "self" if your ordering a birth certificate for yourself. Otherwise you state what your relationship is to the person whose name is on the Texas birth or death certificate that you're requesting to order.
- 6 Put the legal first name of the person listed on the birth or death record that you're requesting.
- 7 Put the legal middle name (**MAIDEN** middle name if a woman) of the person listed on the birth or death record that you're requesting. If the person has no middle name or you don't know their middle name leave it blank.
- 8 Put the legal last name (**MAIDEN** last name if a woman) of the person listed on the birth or death record that you're requesting.
- 9 You enter in the month of when the Texas birth or Texas death event happened.
- 10 You enter in the day of when the Texas birth or Texas death event happened.
- 11 You enter in the year of when the Texas birth or Texas death event happened.
- 12 You must spell out and put the word "Male" or "Female" for the legal biological birth sex of the person listed on the birth or death record that you're requesting. **DO NOT** put only a M or F letter in this section.
- 13 You enter in the Texas city of where the Texas birth or Texas death happened.
- 14 You enter in the Texas county of where the Texas birth or Texas death happened.
- 15 You put the legal first name of whoever the mother of the person listed in #6 is.

- 16 You put the legal **MAIDEN** middle name of whoever the mother of the person listed in #6 is. If the person has no middle name or you don't know their middle name leave it blank.
- 17 You put the legal **MAIDEN** last name of whoever the mother of the person listed in #6 is.
- 18 You put the legal first name of the biological father of the person listed in #6 is. If you don't know the biological father's first name leave it blank.
- 19 You put the legal middle name of the biological father of the person listed in #6 is. If the person has no middle name or you don't know their middle name leave it blank.
- 20 You put the legal last name of the biological father of the person listed in #6 is. If you don't know the biological father's last name leave it blank.
- 21 This is where the notary public (not you) that you hire writes in the name of the state of where they're performing the notarization in. (Ex: If you're getting this authorization form notarized in the State of California the notary would put the word California in this spot).
- 22 This is where the notary public (not you) that you hire writes in the name of the county of where they're performing the notarization in. (Ex: If you're getting this form notarized in Orange County, CA the notary would put the word Orange in this spot).
- 23 This is where the notary public writes the day, month, and year of when they witness you sign this authorization form physically in front of them.
- 24 The person's full legal name who is providing their government ID and requesting a birth or death record copy is placed here.
- 25 The person who is providing their U.S government photo ID and requesting a birth or death record signs their full legal name here while in front of a notary public.
- 26 This is where the notary public signs their name after watching you sign this form.
- 27 This is where the notary public places their notary stamp.



DON'T FILL THIS PAGE OUT. IT'S AN EXAMPLE CHEAT SHEET FOR YOU.

DESIGNATION TO OBTAIN A VITAL RECORD

The person named on record or his or her immediate family member, who is entitled to receive a vital record, may use this form along with a properly completed application for vital record, to designate another person to apply on their behalf. Per Texas Administrative Code 181.1, the person designated will become a properly qualified applicant to receive a vital record.

IN ORDER TO DESIGNATE ANOTHER PERSON, THE PERSON NAMED ON RECORD OR HIS/HER IMMEDIATE FAMILY MEMBER MUST COMPLETE ALL SECTIONS BELOW AND ATTACH A PHOTOCOPY OF THEIR VALID ID. A PHOTOCOPY OF THE VAILID ID OF THE DESIGNATED PERSON MUST ALSO BE ATTACHED.

FORM MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED.

Step 1: YOUR INFORMATON (PLEASE PRINT)

Your Name (First, Middle, Last Name): I request that DSHS Vital Statistics in Austin, Texas allow to obtain a certified copy of the birth/death record on my behalf. Your relationship to Person named on Certificate (Check One):

Step 2: INFORMATION FOR PERSON NAMED ON RECORD (Must be completed to Identify Record Requested)

Table with columns for FULL NAME ON RECORD, DATE OF EVENT, PLACE OF EVENT, FULL NAME OF PARENT 1, FULL NAME OF PARENT 2. Includes fields for First Name, Middle Name, Last Name, Month, Day, Year, SEX, City or Town, County, Maiden Last Name.

Step 3: AFFIDAVIT (NOTARY SECTION)

STATE OF COUNTY OF This instrument was acknowledged before me on (Date) By (Printed Name of applicant acknowledging)

(Applicant's Signature)

(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 UP TO \$10,000.



Once you have this state required authorization form properly filled out, signed and notarized please scan and email it to us at [support@birthcertificatetexas.org](mailto:support@birthcertificatetexas.org).

**You CANNOT mail your documents to us, we DO NOT have walk-in services, you cannot order by phone, and you must EMAIL all your documents to us** along with our one-page credit card order form, a clear non-blurry photocopy of a valid U.S government ID or other identification items (see the state approved list below), and a prepaid FedEx or UPS return shipping label that you can create and purchase online at [www.FedEx.com](http://www.FedEx.com) or [www.UPS.com](http://www.UPS.com) or at a FedEx or UPS Store location.

**WOMEN: If you make an error and you don't put your legal MAIDEN middle name in spot #7 and legal MAIDEN name in spot #8 on the authorization form the state will reject your application . You will then forfeit the \$125 you paid us for rush filing your birth/death certificate application request. You will have to pay us a SECOND payment of \$125 to reattempt to rush file another application on your behalf once you email us a corrected, signed, and notarized authorization form.**

**MEN & WOMEN: If you make an error and you don't put the legal MAIDEN middle name of your mother in spot #16 and legal MAIDEN name of your mother in spot # 16 on the authorization form the state will reject your application . You will then forfeit the \$125 you paid us for rush filing your birth/death certificate application request. You will have to pay us a SECOND payment of \$125 to reattempt to rush file another application on your behalf once you email us a corrected , signed , and notarized authorization form.**

If Birth Certificate Texas receives the required four documents needed from you we will rush file a Texas birth certificate application within 24 hours during a normal Monday - Friday work week and minus all government holidays.

Then as of August 15th, 2022 when the new Texas Vital Records third-party requestor (companies like ours) policy went into effect it will take the State of Texas a minimum of 24-48 hours to issue a new Texas birth certificate from the day that we hand submitted your application to them.

Once they notify us that your Texas birth certificate has been issued we will go pick it up and mail it back to you with the prepaid return FedEx or UPS shipping label that you are required to provide us by email when you place your order.

Thanks,

Birth Certificate Texas

[www.birthcertificatetexas.org](http://www.birthcertificatetexas.org)

[support@birthcertificatetexas.org](mailto:support@birthcertificatetexas.org)

512-399-6433



## Acceptable Forms of Identification

From the State of Texas Vital Statistics main website these are the only acceptable forms of identification (see detailed list below) that you can scan and email us that we can physically present to the Texas Department of State Health Services office to be able to do research and obtain an official raised seal Texas birth certificate or Texas death certificate certified copy on your behalf.

Identification is required to establish proof of identity of the person that is requesting a protected Texas vital record search. Acceptable identification must contain the applicant's full legal name and photograph.

### **You must provide to the State of Texas one of the following:**

1. One item from Group A
2. Two items from Group B, or
3. One item from Group B and two items from Group C.

### **Group A: Primary Identification**

All identification items must be current and valid (they cannot be expired) and contain the applicant's name and photograph that establishes the applicant's identity.

### **Must Provide One:**

1. United States issued driver's license (any U.S state)
2. Federal or state identification card (any U.S state)
3. United States passport
4. U.S military uniformed services identification card
5. U.S concealed handgun license identification card (any U.S state)
6. U.S pilot's license identification card (any U.S state)
7. Federal, state or city law enforcement employment identification card, or employment badge accompanied by employment identification card
8. Offender identification card issued by the Department of Criminal Justice correctional facility or institution
9. Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  1. Employment Authorization Document (EAD)
  2. Permanent Resident Card - front and back (green card)

3. Travel Documents
4. Re-entry permit
5. Refugee travel permit
6. Advance parole
7. SENTRI card
8. U.S. citizen identification card
10. United States Department of State issued:
  1. Border crossing card (B1 for business or pleasure or B2 medical purposes)
  2. or Visa

### **Group B: Secondary Identification**

Must provide two items of different types may be used to establish proof of identity. These forms combined must confirm the applicant's name, signature, or identifiable photo of the applicant.

#### **Must Provide Two:**

1. Any primary identification that is expired.
2. Current student identification
3. Signed social security card, or numident
4. DD Form 214 Certificate of Release
5. Medicaid or Medicare card
6. Veterans Affairs card
7. Medical insurance card
8. Foreign passport accompanied by a Visa issued by the United States Department of State.
9. Foreign passport in accordance with the United States Department of State, Visa Waiver Program.
10. Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545)
11. Private company employment identification card.
12. Form I-94 accompanied by the applicant's Visa or Passport.
13. Mexican voter registration card.
14. Foreign Identification with identifiable photo of applicant
  - Matrícula Consular is not accepted as any form of identification

### **Group C: Supporting Identification**

Items of different types may be used to establish proof of identity. Two of these forms combined with one from Group B must confirm the applicant's name, signature, or identifiable photo of the applicant.

#### **Must Provide Two Combined with One from Group B:**

1. Expired secondary identification from Group B
2. Recent utility bill with current address
3. Recent paycheck stub
4. Public assistance applications or letters

5. Signed valid voter's registration card
6. Police report of stolen identification
7. Official school transcript
8. Bank account statement
9. Social security letter
10. Marriage license
11. Divorce decree
12. Certified birth certificate from Department of State (FS-240, DS-1350, or FS-545), or from another state other than Texas or other country
13. Automobile insurance card
14. Lease agreement
15. Loan or installment payment contract
16. Promissory notes or loan contracts
17. Court order
18. Property titles or liens
19. Automobile titles
20. Library card
21. Fishing or hunting license
22. Recent medical records or bills
23. Auto registration
24. Religious records with signature of religious official
25. Recent rent receipt with address and name
26. Recent cell phone bill or contract
27. Federal, state, or local tax records
28. Department of Homeland Security (DHS) notices or correspondence.