

How To Properly Complete The Texas Designation To Obtain a Vital Record Form

- 1 Put your legal first name, middle name, and last name here. If you don't have a middle name just leave it blank.
- 2 Put your email address here. This is required by the State of Texas and you cannot leave this field blank
- 3 Put your daytime phone number here. This is required by the State of Texas and you cannot leave this field blank.
- 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 You must sign your legal name on the Designation To Obtain a Vital Record form EXACTLY how you signed your name on the ID photocopy that you must provide us which is required by Texas Vital Records to verify your identity. If you don't do this Texas Vital Record will reject your application because they think it's a forgery and not you.

This means however you signed your name (how it looks) on your driver's license, passport, or state identification card that is EXACTLY how your signature must look on the Designation To Obtain a Vital Record form that you must sign in front of a U.S notary public.

You cannot use a non-U.S notary public but you can hire an USA online/virtual/e-notary to notarize the document. If you use a e-notary you can then email the form to us thus avoiding the state requirement to mail the original notarized form to us.

If Texas Vital Records rejects your application because of your signature error you will have to MAIL us a new resigned and notarized Designation To Obtain a Vital Record form as well as pay our full services fees for a second time. With that said please make sure you look at whatever ID you email us to use for verification purposes and then sign the Designation To Obtain a Vital Record exactly the same way.

- 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): _____ Email Address: _____ Daytime Phone Number: _____

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

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)

FULL NAME ON RECORD:	First Name	Middle Name	Last Name
DATE OF EVENT:	Month	Day	Year
PLACE OF EVENT:	City or Town	County	TEXAS ONLY
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

Step 3: AFFIDAVIT (NOTARY SECTION)

STATE OF _____
COUNTY OF _____

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

(Applicant's Signature)

(Personalized Seal)

(Notary Public's Signature)

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.)



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 INFORMATION (PLEASE PRINT)

Your Name (First, Middle, Last Name): _____ Email Address: _____ Daytime Phone Number: _____

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

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

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PLACE OF EVENT:	City or Town	County	TEXAS ONLY
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

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Once you have the state required Designation To Obtain a Vital Record form properly filled out, signed and notarized you must **FedEx or UPS mail** it to us. As of **December 1st, 2022** Texas Vital Records to our dismay and anger will **no longer accept scanned copies** of this document being presented to them by us (or any person or company) on our customers behalf (you).

We do not have walk-in services (you can't travel to us), you cannot order by phone, and you must EMAIL or MAIL our one-page 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 /envelope that you can create and purchase online at www.FedEx.com or 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 \$195 you paid us for rush filing your birth/ death certificate application request. You will have to pay us a SECOND payment of \$195 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 \$195 you paid us for rush filing your birth/death certificate application request. You will have to pay us a SECOND payment of \$195 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 four required documents from you, we will rush file a Texas birth certificate, Texas death certificate, or various vital record verification letter applications on your behalf within 24 hours during a normal Monday-Friday work week. Minus of course all government holidays or random severe weather.

This means we must receive all your correct and completed paperwork by 4pm CST Monday-Friday to be able to file your birth certificate or death certificate application with Texas Vital Records within 24 hours.

Then as of **August 15th, 2022** when the new Texas Vital Records third-party requester (companies like ours) policy went into effect it will take the State of Texas **48-72 hours (2-3 business days)** to issue a new Texas birth certificate or death certificate from the business day that we hand submit your application to their office.

Thanks,

Birth Certificate Texas
support@birthcertificatetexas.org



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.