

Certified Birth Certificate Request Form

*** CASH OR MONEY ORDER ONLY ***

ID CANNOT BE EXPIRED

Cass County Health Department
512 High Street, Logansport, IN 46947

Vital Records 574.753.7761

Full Name at Birth _____
First Middle Last

Legal Name Change _____
Please check the one that applies to name change Adoption Married Court ordered

Date of Birth _____ County of Birth _____

Father's Full Name _____

Mother's Maiden Name _____

Mother's Last Name at Child's birth _____

Mother's Full Name now _____

Father's Birth STATE _____ Mother's Birth STATE _____

Requestor's Relationship to Individual on Certificate _____
(To obtain a certified copy, relationship must be **SELF**, **PARENT**, **LEGAL GUARDIAN** (must provide legal documentation) **GRANDPARENT**, **SIBLING** (must be 18 years of age) or **CHILD** (must be 18 years of age). Also must show proof of relationship.

Requestor's Name _____

Requestor's Address _____

Requestor's Phone Number _____

Signature _____

Total Fee (\$10 per certificate)

Office Use Only

Requested _____ Total Fee _____ Cert. # _____

Receipt # _____ Request Date _____ Cert. # _____

Verified by: Driver's License Passport Consulate Other _____

Identification # _____ Expiration _____

Initials _____

Certified Birth Certificate Request Instructions

Requests must include ALL of the following in order to be processed. Any requests lacking proper documentation will be returned to sender.

- 1. Cash or Money Order (No personal checks or cards will be accepted)**
- 2. Self -Addressed and Stamped Envelope**
- 3. Completed Birth Certificate Request Form**
- 4. One form of Primary Identification is needed for certified copies of Birth or Death Records**

(Must be current and valid)

- State issued driver's license
- State issued identification card
- Military ID or Veteran's ID
- Valid Passport, in English or with English Subheadings must be part of Passport
- Valid Immigration Card issued by the Consulate from the Country of Birth

If individual does not have any of the above primary documentation, please email or call for more information. If State Issued ID has been lost but not expired, please contact the BMV for replacement assistance.

Once received, mail requests usually take an average of 1-2 business days to process.

For expedited shipping, you may choose to send your request in a priority envelope from USPS and include a priority envelope for return.

WARNING: FALSE APPLICATION, ALTERING, MUTILTING OR COUNTERFEITING INDIANA BIRTH CERTIFICATES IS A CRIMINAL OFFENSE UNDER IC-16-1-19-6.