

Certified Birth Certificate Request Form

\$10 CASH, CREDIT/DEBIT CARDS (No Personal Checks)
ID CANNOT BE EXPIRED

Cass County Health Department
1616 Smith St., Logansport, IN. 46947

Vital Records: (574)753.7761

Full Name at Birth: _____

Date of Birth: _____ **County of Birth:** _____

Father's Name: _____

Mother's Maiden Name: _____

Mother's Name at Child's Birth: _____

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: _____

Office Use Only

Requested _____ Total Fee: _____ Cert. # _____

Receipt #: _____ Requested Date: _____ Cert. # _____

Verified By: ☐ Driver's License ☐ Passport ☐ Consulate ☐ Other: _____

Identification #: _____ Exp: _____ 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. Completed Birth Certificate Request Form**
- 2. One form of Primary Identification is needed for certified copies of BC**
- 3. Self-Addressed and Stamped Envelope (if requesting by mail order)**

(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 call for more information. If State Issued ID had been lost but not expired, please contact the BMV for replacement assistance.

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.