



Elkhart County Health Department

Elkhart County Vital Records - Birth Application

A photocopy of a current state, school, or employer photo identification of the applicant must be submitted with all requests.

****Applications without proper identification will be returned unprocessed. I.C.16-37-1-11**

Requestor's full name: _____ Day phone number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

***Note: If address does not match ID, please provide proof of residence.**

Your relationship to the person on the certificate. (Check one - will be used to determine entitlement)

Self Parent/Child Legal Guardian Spouse Sibling (must have one parent in common)

Other (specify): _____

****If the applicant is the spouse, legal guardian, caseworker, or has had a legal name change (including marriage); please include the legal document stating so with the raised court seal and/or marriage license(s). If the applicant is the sibling or adult child please bring your birth certificate as proof of relationship.***

For what purpose are you requesting this certificate? _____

Signature of requestor: _____

INFORMATION FOR BIRTH CERTIFICATE BEING REQUESTED

Full birth name: _____

Any legal name changes after birth, other than marriage, if so what is it: _____

Date of Birth: _____ Sex: _____ County of Birth: _____

Full Maiden name of Mother/Parent: _____

Their State or Foreign Country of birth: _____

Full name of Father/Parent: _____

Their State or Foreign Country of birth: _____

FEES: Birth Certificate: \$13.00 each, Plastic pouch: \$2.00 each, Paternity and Legitimations: \$75.00, Copies of Paternity Affidavits: \$5.00, Corrections by Notification: \$15.00, Corrections by Amendment: \$20.00.

Acceptable methods of payment for requests are; Cash, Credit/Debit Card, Money Order, or Cashier's Check (no personal checks) made payable to "Elkhart County Treasurer". Service fees apply to all Debit/Credit Card transactions. Cardholder must be present to sign receipt. No Refunds.

Send completed application to: Elkhart Vital Records, 608 Oakland Avenue, Elkhart, Indiana 46516
Along with completed application, be sure to include payment, proper identification, and other documents as applicable.

OFFICE USE ONLY By: _____ Date: _____ Cash: _____ Card: _____ MO: _____ PA: _____

BC: _____ Pouch: _____ Correct: _____ PACopy: _____ Receipt#: _____ CC Receipt#: _____

Elkhart Vital Records – Information on Birth Records Requests

BIRTH: The Elkhart County Health Department only has records for Elkhart County, Indiana (Elkhart, Goshen, Wakarusa, Nappanee, New Paris, Milford, Middlebury, Millersburg, and Bristol). Our records begin in 1882.

WARNING: False application, altering, mutilating, or counterfeiting Indiana death records may result in criminal charges.

IDENTIFICATION: Temporary identification is not accepted. Valid/current identification of the applicant is required before the search of the records will be conducted for certified record requests. If the application is being submitted remotely, additional proof of address may be required for certified record requests. Certified record requests that do not contain proper identification will be returned unprocessed. Acceptable forms of identification include:

One form of primary identification with proof of address:

- Current Government issued State ID – front and back required
- Current Government issued State Driver's License – front and back required
- Current Passport – with proof of address
- Current Foreign Consulate-Issued ID Card – front and back required with proof of address
- Current Military ID/Veterans ID – front and back required with proof of address

Two forms of secondary identification with proof of address:

- Department of Correction ID Card or Printout, must have photo
- Employee ID with first and last name and a photo – with proof of employment (computerized paycheck stub or letter from employer confirming employment)
- Current school year Student ID Card – with proof of current enrollment (transcript, letter from administration)

WEBSITE: www.elkhartcountyhealth.org/vitalrecords to order and pay online go to www.vitalchek.com

PAYMENT: Acceptable methods of payment for mail requests are a Money Order or Cashier's Check (no personal checks) made payable to "Elkhart County Treasurer". Not responsible for cash sent through the mail. On-site customer service also accepts Cash and Credit/Debit Cards. Service fees apply to all Debit/Credit Card transactions and the named cardholder must be present to sign the receipt. No Refunds.

FEE: Certified Birth Records are \$13.00 each, Non-Certified Birth Records are \$6.00, Protective Plastic Pouches are \$2.00 each, Paternity and Legitimations are \$75.00, Copies of Paternity Affidavits are \$5.00, Corrections by Notification are \$15.00, and Corrections by Amendment are \$20.00.

HOURS OF OPERATION: Monday: 8:00 am to 4:55 pm; Tuesday through Friday 8:00 am to 3:55 pm.

Send completed application to: Elkhart Vital Records, 608 Oakland Avenue, Elkhart, Indiana 46516
Along with completed application, be sure to include payment, photocopy of proper identification (front and back), and other documents as applicable.