



HEALTH

ELKHART COUNTY

Elkhart County Vital Records – Certified Birth Record Request

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

Certified record requests without proper identification will be returned unprocessed.

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

Address: _____

City: _____ State: _____ Zip Code: _____

Signature of requestor: _____ Date of Request: _____

For what purpose is the record to be used? _____

Your relationship to the person on the certificate: _____

[Proper documentation evidencing the relationship must be provided (see reverse for additional details).]

Requirements: Applicants seeking certified records must submit proper identification, have a direct interest in the matter, and the record must be necessary for the determination of personal or property rights or for compliance with state or federal law (See Indiana Code § 16-37-1-8(a)). If your address above does not match your identification, please provide additional proof of residence and identification.

INFORMATION FOR BIRTH RECORD BEING REQUESTED

Full birth name: _____

Could this birth be recorded under any other name (e.g. adoption, name change)? Yes No

If yes, what other name(s) _____

Date of Birth: _____ Sex: _____ City and County of Birth: _____

Full name of Parent 1 including Maiden Name (if applicable): _____

Full name of Parent 2 including Maiden Name (if applicable): _____

If adopted give name of adopted parent(s) above, instead of name of birth parent(s)

**FEES: Certified Copy of Birth Record: \$15.00 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 County Vital Records, 608 Oakland Avenue, Elkhart, Indiana 46516
Along with completed application, be sure to include payment, photocopies of proper identification, proof of address, marriage license if you've had a name change, and other documents as applicable.

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

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

Elkhart Vital Records – Information on Certified 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 birth records may result in criminal charges.

DIRECT INTEREST VERIFICATION: In addition to the identification described below, documentation is required in many circumstances to prove a specific relationship with the individual identified on the birth record. Examples of such documentation are provided with the identified requesting party below:

- Current spouse of individual named on birth record (must provide marriage license and affidavit confirming marriage is current)
- Grandparent, Adult Sibling, or Adult Child of individual named on birth record (must provide birth certificate(s) to show proof of relationship)
- Legal guardian (must provide certified copy of court documentation)
- Social Agency (must provide work ID and certified copy of court documentation)
- Anyone with a name change (must provide certified copy of court documentation).

IDENTIFICATION: *Temporary identification is not accepted.* Valid/current identification of the applicant is required before the search of the records will be conducted for record requests. If the application is being submitted remotely, additional proof of address may be required for record requests. 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
- Current Foreign Consulate-Issued ID Card – front and back required
- Current Military ID/Veterans ID – front and back required

Two forms of secondary identification with proof of address, with at least one including a photo with the first and last name:

- Signed Social Security Card
- 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)
- Voter Registration Card with name and current address
- Current Vehicle Registration with name and current address (not Title of Ownership)
- Military Discharge (DD-214)
- Home Lease/Rental Agreement or Warranty Deed with name, current address, and signatures

WEBSITE: www.elkhartcountyhealth.org/vitalrecords to order and pay online go to elkhartinvitals.permitium.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 \$15.00 each, **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 4:50 pm; Tuesday through Friday 8:00 am to 3:50 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.