

INSTRUCTIONS FOR APPLICATION FOR CERTIFIED COPY OF A BIRTH RECORD



**PLEASE ENCLOSE A PHOTOCOPY OF YOUR VALID PHOTO ID.\* IF YOU ARE NOT THE OWNER OF THE BIRTH RECORD OR THE BIRTH PARENT(S), YOU MUST PROVIDE A COPY OF THE BIRTH PARENT’S PHOTO ID.** Please indicate the number of records you are requesting, and compute the amount of money to be sent. Please **do not** send cash through the mail. Each Birth Certificate is \$23.00. **Make your check or money order payable to the City of Tomball. All documents will be returned via certified mail only.** Please refer to the table below when calculating your total:

No. of Copies	Cost	Certified Mail	Total
1	\$23.00	\$5.98	\$28.98
2	\$46.00	\$6.15	\$52.15
3	\$69.00	\$6.15	\$75.15
4	\$96.00	\$6.15	\$102.15
5	\$115.00	\$6.15	\$121.15
6	\$138.00	\$6.15	\$144.15

**Applicant’s Name:**

Give YOUR full name.

**Mailing Address:**

Give us your complete current mailing address. This is the address where the documents will be mailed.

**Telephone Number:**

Please provide a daytime/work telephone number.

**Attention of:**

Provide the name of the person who will be receiving the document; **you will have to sign for the certified mail.**

**Reason for Obtaining the Record:**

You must indicate whether this is for a passport, lost document, insurance, school, etc.

**Relationship to Person Named on Record:**

How are you related to the person named on the record?

**Signature:**

Your signature acknowledges you have read all of the instructions and accept the form. You must also date the form.

**Name on Record:**

State the FULL name of the person whose record you are requesting.

**Date of Event:**

Give the exact date of birth.

**Sex:**

Enter Male or Female.

**Place of Event:**

State the name of the city and county in which the birth occurred.

**Father’s Name:**

Give the full name of the father of the person shown on the record.

**Mother’s Maiden Name:**

Give the mother’s name prior to marriage of the person on the record.

**MAIL TO THE ADDRESS AT THE BOTTOM OF THE APPLICATION WITH THE CORRECT FEE ENCLOSED.**

\*Acceptable forms of ID: State-issued Driver’s License or ID, Student ID, Government employment badge/card, Military ID, or Prison ID.

**SHOULD ANY PART OF YOUR APPLICATION BE LEFT BLANK OR THE INCORRECT FEE ENCLOSED, THE APPLICATION WILL BE RETURNED.**

For any additional questions, please contact our Vital Registrar at 281.290.1000