



ABILENE-TAYLOR COUNTY PUBLIC HEALTH DISTRICT
Vital Statistics Office
850 N. 6th
Abilene, TX 79601
(325) 692-5600

**BIRTH
CERTIFICATE
REQUEST
FORM**

INFORMATION ON BIRTH RECORD

Please print legibly.

Full Name _____

Date of Birth _____ Gender Male Female

City of Birth _____ County of Birth _____

Father's Full Name _____

Mother's Full Birth Name _____

APPLICANT INFORMATION

Name _____ Date of Birth _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Purpose for Record _____
(Insurance, school, first copy, etc.-we/you are legally required to ask/complete)

Relationship to Person on Record:

- Self Spouse Father Mother Sibling Other _____
 Paternal Grandparent (father's parent) Maternal Grandparent (mother's parent)

A PHOTO I.D. MUST BE PRESENTED WHEN RETRIEVING A CERTIFICATE

Applicant Signature _____ Date _____

The penalty for knowingly making a false statement on this form can be 2-10 years in prison and a fine of up to \$10,000.
(Health and Safety Code, Chapter 195, Section 195.003)

OFFICE USE ONLY

Number of records _____ \$23 x _____ = \$ _____ Receipt # _____

Father's name appears on Record Mail Record Will pick up Record

Date Completed _____ File # _____

Completed By _____ Certificate # _____

INSTRUCTIONS

Our Vital Statistics department files all birth records for those occurring within the city limits of Abilene with some exceptions. Certified copies of these records may be obtained in person or by mail from the Abilene-Taylor County Public Health District. Only qualified applicants will be allowed to purchase a birth certificate.

The following persons may apply:

- Individual requesting his/her own birth certificate
- Parent or guardian of the individual named on the certificate (A foster care appointment is not acceptable. Proof of guardianship must be submitted.)
- A legal representative of the individual named on the certificate, parent, or guardian (The representative must have a letter signed by the person, parent, or guardian, and certified by a notary public stating that the representative has permission to obtain the birth certificate.)
- Court of law

To order in person:

1. Print, fill out and deliver a [Birth Certificate Request Form](#) or come to the Abilene-Taylor County Public Health District, 850 N. 6th Street, Abilene, Texas and complete a form.
2. Payment in the form of cash, check or money order made payable to the Abilene-Taylor County Public Health District.
3. The cost for a Birth Certificate is \$23.00 each, per name, per request.
4. The certificates will be ready for pick up the following business day.

To order by mail:

Print, fill out and submit a [Birth Certificate Request Form](#) to:

1. Abilene-Taylor County Public Health District
Vital Statistics Section
P.O. Box 2818
Abilene, Texas 79604-2818
2. Enclose a photocopy of the applicant's driver's license or valid picture ID.
3. Payment in the form of a check or money order made payable to the Abilene-Taylor County Public Health District. The cost for a Birth Certificate is \$23.00 each, per name, per request.
4. **Forms submitted without payment in full will not be processed.**
5. The certificate(s) will be mailed back to you the next business day after the request has been received.