



Montgomery County Clerk
L. Brandon Steinmann

BIRTH CERTIFICATE APPLICATION

PLEASE TYPE OR PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID I.D. WHEN SENDING IN THE REQUEST BY MAIL.

STEP 1: YOUR INFORMATION AND MAILING ADDRESS (PLEASE PRINT)

Your Name: (first, middle, last name, suffix): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Daytime Phone Number: _____

Your relationship to the person named on the certificate: Self/Parent Other (specify): _____

Reason for request: Newborn Travel/Passport Records School Insurance Other: _____

I authorize mailing to the address below, if mailing to address *other* than address listed above:

Name: (first, middle, last name, suffix): _____

Street Address: _____

City: _____ State: _____ Zip: _____

STEP 2: INFORMATION FOR THE PERSON NAMED ON THE BIRTH CERTIFICATE (PLEASE PRINT)

Full Name on Certificate
 (First, Middle, Last Name, Suffix): _____

Date of Birth: _____

Place of Birth: City: _____ County: _____ State: TEXAS ONLY

Parent 1: First, Middle, Last name prior to first marriage (maiden name) _____

Parent 2: First, Middle, Last name prior to first marriage (maiden name) _____

STEP 3: COST & FEES (FEES NON-REFUNDABLE)

Select Certificate Type	QTY	Price/Each	Total	CASH, CHECK OR MONEY ORDER PLEASE DO NOT MAIL CASH
<input type="checkbox"/> Long Form Certificate (Montgomery County only)		x \$23.00	\$	
<input type="checkbox"/> Short Form Certificate		x \$23.00	\$	
<input type="checkbox"/> Military Personnel with current deployment orders		-----EXEMPT-----		
<input type="checkbox"/> I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.			\$ 5.00	
TOTAL DUE:			\$	

STEP 4: ACKNOWLEDGMENT - If you are submitting the application by mail, you must have it notarized before mailing it in.

STATE OF Texas
 COUNTY of _____

This instrument was acknowledged before me on _____ (date)

By: _____
 (name of person acknowledging)

By: _____
 Notary Public or Deputy Clerk

(seal)

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

STEP 5: SIGN

Signature of Applicant: _____ Date Signed: _____

Printed Name: _____

OFFICE USE ONLY

Cash Check Money Order AMOUNT: \$ _____

Date: _____ Birth Certificate Number: _____

Document Control Number: _____