





## TEXAS BIRTH CERTIFICATE APPLICATION

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

**Walk In:** Same day service in most cases. Hours are Monday-Friday 8:00 am - 5:00 pm. Hood County Clerk, 201 W. Bridge St, Granbury, TX 76048

**Online Orders:** Visit [www.texas.gov](http://www.texas.gov) to order online. Online orders are mailed 20-25 business days after receipt of the request.

**Mail In Orders:** Processed and mailed 1-2 weeks after receipt of the request. Mail to: Hood County Clerk, PO Box 339 Granbury, TX 76048

Long form Birth Certificate - Most comprehensive birth record. It is a copy of the original birth certificate. It will also show a history of corrections that have been made to the birth record. This form is often used for requesting passports.

Short form Birth Certificate - An abstract of the birth record. This birth certificate will only show current information for the child's name, date of birth, place of birth, sex, and name of parent(s). This form will not show a history of corrections. This form is often used for school records and is acceptable for most purposes.

Verification Letter - A verification letter will include the child's name, the date of birth, and the county where the birth occurred. Verification letters are available for births that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of birth certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.

Military Personnel with current deployment orders - H.B. No. 1260 Sec. 431.039. EXEMPTION FROM FEES FOR MILITARY PERSONNEL BEING DEPLOYED. A member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States secretary of defense is exempt from paying the following state or local governmental fees the member incurs because of the deployment to arrange the member's personal affairs: (1) fees for obtaining copies of: (A) a birth certificate; SECTION 2. This Act takes effect September 1, 2007.

**APPLICATIONS WITHOUT MILITARY ID AND MILITARY ORDERS WILL NOT BE PROCESSED.**

Copies of birth certificates for births that occurred within the past 75 years can be requested only by the immediate family of the person whose name is on the birth certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the child, their guardian, their children, spouses, parents, siblings, or grandparents.

Applicants who are not immediate family members must provide legal documentation (such as a court order establishing guardianship) that demonstrates a direct, tangible interest in the birth certificate.

**The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).**

**Applications for birth certificates cannot be processed without a photo ID or alternate IDs and the signature of the applicant. If a valid photo ID or alternate IDs and signatures are not received, the application will not processed.**

### Mail In / Expedited Customer Checklist

Complete steps 1, 2, and 3 of the application. Please type or print clearly.

Complete step 4 of the application: Sign and date the application in the presence of a notary public.

Enclose a copy of a current driver's license, passport or state identification.

Enclose appropriate fees. Make checks or money orders payable to Hood County Clerk.