

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	\$5.73	\$28.73
2	\$46.00	\$5.90	\$51.90
3	\$69.00	\$5.90	\$74.90
4	\$96.00	\$5.90	\$101.90
5	\$115.00	\$5.90	\$120.90
6	\$138.00	\$5.90	\$143.90

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