



## VIP SERVICES

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### BIRTH CERTIFICATES FOR THE STATE OF INDIANA

AT THIS TIME, THE STATE OF INDIANA DOES NOT ALLOW A THIRD PARTY TO APPLY FOR A BIRTH CERTIFICATE. PLEASE SEE NEXT PAGE ON HOW YOU MAY APPLY DIRECTLY TO YOUR VITAL RECORDS OFFICE. YOU MAY ALSO APPLY FOR YOUR BIRTH CERTIFICATE ONLINE THROUGH [WWW.VITALCHEK.COM](http://WWW.VITALCHEK.COM).

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**Specializing in Visas, Passports, Document Legalization and Translations**

## Birth & Death Certificates

- [Vital Records Forms](#)
- [Birth & Death Registration Systems Information](#)
- [Local Health Departments Vital Records Fees](#)
- [Frequently Asked Questions](#)

Certified copies of birth and death certificates are available from the Indiana State Department of Health (ISDH) or available from the [local health department](#) in the county where the event occurred. All requests require proper identification.

Birth records in the ISDH Vital Records office begin with October 1907. Prior to October 1907, records of birth are filed only with the local health department in the county where the birth actually occurred.

Death records in the ISDH Vital Records office begin with 1900. Prior to 1900, records of death are filed only with the [local health department](#) in the county where the death actually occurred. For deaths occurring from 1900 to 1917, the city and/or county of death is required in order to locate the record.

**[Apply for a birth or death certificate online, by FAX, or by phone.](#)**

### **To apply for a birth or death certificate in person:**

The ISDH Vital Records office is located at 6 West Washington Street, Indianapolis, Indiana 46204. The office is open for walk-in requests from 9:00 a.m. to 2:00 p.m., E.S.T., Monday through Friday (excluding official State Holidays). The cost for the first certificate is \$10.00; correction \$8.00; birth w/correction \$18.00; additional copy \$4.00; paternity affidavit \$8.00; additional copy \$4.00. Average wait time is less than an hour.

### **To apply for a birth certificate by mail and pay by check or money order:**

Please print [form 49607](#) . The form includes applicable fees, identification requirements, and mailing address. The cost for the first certificate is \$10.00 and \$4.00 for each additional copy. Please make check payable to Indiana State Department of Health.(Average Processing Time: 3 to 4 weeks. Processing time begins the day the ISDH Vital Records office receives the request.)

### **To apply for a death certificate in person or by mail and pay by check or money order:**

Please print [form 49606](#). The form includes applicable fees, identification requirements, and mailing address. The cost for the first certificate is \$8.00 and \$4.00 for each additional copy. Please make check payable to Indiana State Department of Health. (Average Processing Time: 3 to 4 weeks. Processing time begins the day the ISDH Vital Records office receives the request.)

- A. The following individuals are eligible to receive a copy of a birth certificate:
1. Individual named on the certificate (*18+ years. If under 18 years of age, signature, ID, and telephone number of parent or legal guardian must be provided.*)
  2. Mother of the individual named on the certificate.
  3. Father (*if named, married to mother or paternity established*) of the individual named on the certificate.
  4. Maternal grandparents of the individual named on the certificate.
  5. Paternal grandparents of the individual named on the certificate if the father's name is on the record of birth.
  6. Any individual presenting Guardianship Papers on the individual named on the birth certificate.
  7. Brothers and sisters of the individual named on the birth certificate if both parties are over 18 years of age.
  8. Maternal aunts and uncles of the individual named on the certificate.
  9. Paternal aunts and uncles of the individual named on the certificate if the father's name is on the record of birth.
  10. Spouse of the individual named on the certificate.
  11. Son, daughter, or grandchild (*18 years of age*) of the individual named on the birth certificate.
- B. The following information must be included in order for a search to be completed:
1. Full name, place, and date of birth, parents' full names, including mother's maiden name.
  2. Written signature of applicant.
  3. A photocopy of signature identification (*e.g., driver's license*) of the applicant. Do not send original identification by mail.
  4. Return address and telephone number of applicant.
  5. A check or money order payable to the Indiana State Department of Health for the correct fee(s).
- C. Any additional questions may be directed to 317-233-2700.