



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM (RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

CREDIT CARD INFORMATION:

CARD #: _____

EXP. DATE: ____/____ CVV#: _____

**SIGNATURE OF CARD HOLDER
(REQUIRED):** _____

BILLING INSTRUCTIONS:

YOUR P.O. or REF. #: _____

AUTHORIZED AMOUNT TO CHARGE:
US\$ _____

STATE WHERE THE BIRTH OCCURRED: _____

WILL YOU REQUIRE THE BIRTH CERTIFICATE TO BE LEGALIZED BY THE EMBASSY? IF SO WHICH COUNTRY WILL THE DOCUMENT BE USED IN: _____

NUMBER OF ORIGINAL COPIES REQUIRED: _____

RETURN THE COMPLETED DOCUMENT BACK VIA: _____

DATE YOU NEED THE COMPLETED DOCUMENT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER ____ INTERNET ____ REFERRED ____ BY _____ WALK-IN ____

VITAL STATISTICS
TEXAS DEPARTMENT OF STATE HEALTH SERVICES

AUTHORIZATION FORM

STATE OF _____

COUNTY OF _____

I request that Vital Statistics Unit in Austin, Texas allow _____
to obtain a certified copy of the birth/death certificate on my behalf.

My relationship to the **person on the certificate** is: _____ (spouse, mother, father,
son, daughter, sibling, grandparent or legal representative of person on record).

The information on the (birth/death) certificate being requested:

Name: _____

Date of event: _____

Place of event: _____

Mother: _____ Father: _____

Must include a copy of Qualified Applicant's valid ID with notarized form.

Signature of Qualified Applicant: _____

Subscribed and sworn before me on this the _____ day of _____, in the year of _____.

SEAL

Signature of Notary Public

Please note: If the request is for legal reasons, please provide the legal documents that provide you the tangible interest/reason for obtaining the certificate, such as co-owner of business, executor or beneficiary of an estate, etc. Genealogy is not a legal reason to obtain a certificate. Death certificates are restricted for 25 years, and birth certificates are restricted for 75 years.

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT, THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR 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)



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 ID WHEN SENDING IN THE REQUEST. SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

Street Address										City										State		Zip Code	
Your relationship to Person named on Certificate: Self / Parent Other-Specify _____										E-mail Address										Daytime Phone Number			

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

First, Middle, Last Name, Suffix Please separate with a space between first, middle and last name.

Address to Send Certificate to if different than noted above										City										State		Zip Code	
--	--	--	--	--	--	--	--	--	--	------	--	--	--	--	--	--	--	--	--	-------	--	----------	--

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

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

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

Date of Birth										Month		Day		Year																	
Place of Birth										City										County										State	

Parent 1: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name.

Parent 2: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name.

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

Select Certificate Type:	Qty	Price/each	Total
<input type="radio"/> Long Form Birth Certificate		x \$22.00	\$
<input type="radio"/> Short Form Birth Certificate		x \$22.00	\$
<input type="radio"/> Texas Flag Heirloom Birth Certificate		x \$60.00	\$
<input type="radio"/> Bassinet Heirloom Birth Certificate		x \$60.00	\$
<input type="radio"/> Birth Verification		x \$22.00	\$
<input type="radio"/> Military Personnel with current deployment orders		Exempt	

All orders are returned free of charge by USPS regular mail. For urgent requests, orders may be **EXPEDITED** by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS **AND** selecting **one** of the overnight return shipping methods below.

<input type="radio"/> Expedite Overnight Mail (for shipping within USA) \$8 for Overnight Mail + \$5 for Expedited processing	\$13.00
<input type="radio"/> Priority Mail (for shipping to Overseas Military Address ONLY) \$4.95 for Overnight Mail + \$5 for Expedited processing	\$9.95
<input type="radio"/> USPS Express Mail (for shipping overnight to PO Box ONLY) \$22.95 for Overnight Mail + \$5 for Expedited processing	\$27.95
<input type="radio"/> 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	\$
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Step 4 : AFFIDAVIT

ONLY applications for birth certificates (NOT birth verifications) submitted by mail need to be notarized

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on _____ (Date)

by _____ (Name of person acknowledging)

(Notary Public's Signature)

(Personalized 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.)

READ & SIGN (If record is not found, the fees are not refundable and are kept. If record is not on file, VSS will issue a "not found" letter.)

Signature of Applicant _____ Date Signed (MM/DD/YYYY) ___ / ___ / ___

OFFICE USE ONLY

CASH CHECK MONEY ORDER CREDIT CARD (walk in only)

REMIT No. _____ AMOUNT \$ _____

DATE _____ FILED BY STAFF _____

BIRTH CERTIFICATE NUMBER 142 - _____

DOCUMENT CONTROL NUMBER(S) _____



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. DSHS - Vital Statistics Section, 1100 W. 49th St., Austin, TX 78756

Online Orders: Visit 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 6 - 8 weeks after receipt of the request. Mail to: DSHS - VSS, P.O. Box 12040, Austin, TX 78711-2040

Expedited Orders: Processed and mailed 20 - 25 business days after receipt of the request. **Must be sent to the Texas Department of State Health Services - Vital Statistics Section via an OVERNIGHT mail service, such as FedEx, LoneStar, or UPS to:** DSHS - VSS, 1100 W. 49th St., Austin, TX 78756

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.

Heirloom birth certificate - Heirloom birth certificates are abstracts of the birth certificate. They are primarily used for framing and display. The information on an "heirloom birth certificate" is similar to a "short form". Examples of heirloom birth certificates can be seen on our website at <http://www.dshs.texas.gov/reqproc/heirloom.shtm>.

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 be processed.

Walk In Customer Checklist

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

Sign and date the application

Have current driver's license, passport or state identification ready

Have appropriate fees ready. Make checks or money orders payable to DSHS - Vital Statistics.

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 DSHS - Vital Statistics.