



MARION COUNTY
PUBLIC
HEALTH
DEPARTMENT

Prevent. Promote. Protect.

MARION COUNTY VITAL RECORDS

ACCEPTABLE VALID IDENTIFICATION

No expired or temporary will be accepted

1. Current driver's license card (*BMV temporary/paper not accepted*)
2. Current State ID card (*BMV temporary/paper not accepted*)
3. Current Military ID card
4. Current Passport or US Passport Card
5. Current Student ID card with current year on it (*if no date on ID, provide current semester schedule/enrollment papers with dates with Student ID card*)
6. Current Indiana Department of Correction (DOC) Release ID card within six months of release date (*work release or probation or jail or non-Indiana prison/jail or non-Indiana corrections/rehabilitation ID not accepted*)
7. Current foreign federal government issued ID card, such as Matricula Consular ID (*must be MCPHD approved*)

If your ID from the above Acceptable Valid ID list has been lost or stolen or not available for any reason, you may have a relative (see below list) apply for you to the walk-in office with his/her valid ID (from above list). Once the relationship has been verified, your birth certificate can then be issued. Relatives (or court orders) for obtaining birth certificate include the following:

■ **PARENT(S)** of person named on the record (if parent named on record).

■ **GRANDPARENT(S)** or Great-Grandparent(s) of person named on record. (Include a copy of your child's and/or grandchild's and/or great-grandchild's birth certificate to prove relationship.)

■ **SPOUSE** of person named on the record. (Please include a copy of your marriage license or a copy of the birth certificate for your in-wedlock child to prove the relationship.)

■ **LEGAL GUARDIAN** of person named on the record. (Please include original legal guardianship papers with raised court seal.)

■ **SIBLING (BROTHER OR SISTER with same parent(s) as applicant)**, 21 or over, of person named on the record. (Please include a copy of your own birth certificate to prove relationship, if not born in Marion County.)

■ **ADULT CHILD** or grandchild or great-grandchild, 21 or older, of the person named on the record. (Please include a copy of your own and/or your parent's or grandparent's birth certificate to prove the relationship if not born in Marion County..)

■ **CHILD PROTECTIVE SERVICES REPRESENTATIVE** with agency ID & original court placement document(s) with raised court seal. Note: MCPHD cannot issue to foster parent.

■ **COURT ORDER** to release record. You must bring original document(s) with raised court seal. Note: MCPHD cannot issue a birth record based on a Power of Attorney document.

Only the above are acceptable. Step parent, step brother/sister, aunt/uncle, cousin, etc. are not accepted.

All relationships will be verified before records are issued.