

Birth or Death Certificate application and Instructions

- **Step 1:** Print out our Application and Notary page (Pages 2 & 3 of these instructions) fill out the application and get the 3rd page signed and stamped by a notary.
- **Step 2:** Make a copy of your Drivers License, if your Driver's License is expired, please also provide a copy of your social.
- **Step 3:** **Mail** us your filled out application, notary page and the copy of your Driver's License to

Tom Green County Clerk's Office

Attn: Vitals

124 W Beauregard

San Angelo, TX 76903

If you would like to provide a next day shipping envelope, please send with your application.

Prices for Birth and Death Certificates are on the top of the application if you're unsure of your total please give us a call at 325-659-6556.

You may pay by Money Order (Please make payable to the *Tom Green County Clerk's Office*) WE DO NOT ACCEPT PERSONAL CHECKS or by Credit card *If you are paying by CC please **DO NOT make payment** until our office contacts you.

Credit Card payments can be made online through certifiedpayments.net or over the phone at 866-549-1010, our Bureau Code is 2320034 (This number will also be used if they ask for a cause# or description).

The screenshot shows the website https://certifiedpayments.net. At the top, there is a logo for "CERTIFIED PAYMENTS by deluxe" and a phone number "1-866-539-2020". Below the logo, there are two buttons: "BUREAU LOGIN" and "Yo hablo Español". The main heading is "NEED TO MAKE A PAYMENT?". Below this, there is a text prompt: "Enter the bureau code printed on your bill or information that you received from the government agency below." followed by a smaller text: "If you are unable to locate the bureau code, please contact the government agency." Below this text is a red-bordered box containing a text input field labeled "Bureau Code" and a blue button labeled "BEGIN PAYMENT".

Once we receive the application and supporting documents, we will process the request and get it mailed to you. If you have any questions, please call us at 325-659-6556 or email us at vitalstatistics@co.tom-green.tx.us

**TOM GREEN COUNTY CLERK
124 W BEAUREGARD
SAN ANGELO TX 76903
325-659-6556 Fax No. 325-659-3251**

CHOOSE FROM THE SIZES BELOW:

BIRTH CERTIFICATE- \$23.00 EACH

____ **LONG FORM** (Tom Green County Births only)
____ ***ABSTRACT** (Out of County Birth)
____ **PLASTIC SLEEVE (\$1.00)**

DEATH CERTIFICATE

____ **\$21.00 FIRST CERTIFIED COPY**
____ **\$4.00 EACH ADDITIONAL COPY**
(ORDERED AT THIS TIME)

NAME ON RECORD _____ / _____ / _____
(NOMBRE) First (PRIMER) Middle (SEGUNDO) Last (APELLIDO)

Date of Birth/Death _____ / _____ / _____ SEX: M _____ F _____
(CIRCLE ONE) Month (MES) Day (DIA) Year (ANO) (SEXO)

PLACE Birth / Death _____ / _____
(CIRCLE ONE) City (CIUDAD) County (CONDADO)

FATHER'S NAME _____ / _____ / _____
(NOMBRE DE PADRE) First (PRIMER) Middle (SEGUNDO) Last (APELLIDO)

MOTHER'S MAIDEN NAME _____ / _____ / _____
(NOMBRE DE MADRE) First (PRIMER) Middle (SEGUNDO) Maiden (SOLTERA)

Purpose for birth certificate: New Birth _____ Passport _____ DL/ID _____ SS# _____ Housing _____ School _____ Other _____
OR DEATH CERTIFICATE

Name of Person Applying for Record (Please Print) _____
(Applicante – Imprima por favor)

Applicant's Daytime Telephone Number (_____) _____
(Number de Telefono)

Applicant's Mailing Address _____ / _____ / _____ / _____
Address (DIRECCION) City (CIUDAD) State (ESTADO) Zip Code

Applicant's Relationship to Person Named on Certificate _____
(RELACION A PERSONA EN EL CERTIFICADO)

**WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT INN THIS FORM CAN BE 2-10 YEARS
IN PRISON AND A FINE UP TO \$10,000.00 (TEXAS HEALTH AND SAFETY CODE, Chapter 195, Sec. 195.003**

SIGNATURE OF APPLICANT (FIRMA)

DATE (FECHA)

OFFICE USE ONLY

DOCUMENT #: _____

REGISTRAR # _____

ISSUED BY: _____

"I have been informed and understand that the *Abstract birth certificate I am receiving does NOT meet the basic requirements as set forth by the U.S. Passport Services."

SIGNATURE: _____

TEXAS ADMINISTRATIVE CODE CHAPTER 181.12

IDENTIFICATION OF APPLICATION--Each applicant must present a CURRENT form of government issued PHOTO identification along his or her application. If the applicant is unable to present a current form of photo identification, TWO (2) valid supporting forms of identification may be presented, one of which bears the applicant's signature.

THE STATE OF _____ §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____
Known to me to be the person whose name is subscribed on the foregoing instrument, and
acknowledged to me that they executed the same for the purposes and consideration therein
expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this _____ day of _____, _____.

Notary Signature _____

Printed Name of Notary _____

My commission expires on _____