

Birth/death Certificate frequently asked questions:

Who can request a certified copy of a birth certificate or a death certificate?

For births within the past 75 years and deaths within the past 25 years, only the immediate family members to the person whose name is on the birth certificate or death certificate are eligible to request a copy. All those with any other relationship to this person must provide legal documentation, such as a court order establishing guardianship. If you are the legal representative of a qualified applicant, send us a release which documents a direct and tangible interest in the record you are requesting.

How do I get a copy of the record, if I am not an immediate family member?

You may send in a written statement signed by an immediate family member. The statement must give permission to the Henderson County Clerk's Office to release a certified copy of the certificate to you. The statement must also identify you by your full name, and you must present a photocopy of your picture ID with the statement.

May I obtain a birth/death certificate by mail?

Yes. To obtain a birth/death certificate by mail, complete and send the application form, available on this site, along with the appropriate fee, payable to: **Mary Margaret Wright, 125 N. Prairieville St., Suite 101, Athens, TX 75751 – Attn: Birth/Death Records.** Accepted forms of payments are: cashier's check, money order, or personal checks. The information sent requesting the certificate must be signed before a notary public. Please provide a legible return address and daytime telephone number included in your request.

How can I order vital records from other states?

If you would like to request vital records from other states, visit the [National Center for Health Statistics](#) website for more information.

What will you accept as a valid ID?

A photocopy of the applicant's valid government-issued photo ID. The following are acceptable forms of ID:

- State-issued driver's license
- State/city/county ID card
- Student ID
- Government employment badge or card
- Prison ID
- Military ID

What if I don't have a photo ID?

If the applicant does not have a photo ID, an alternative would be to send a photocopy of the photo ID of an immediate family member, who will then become the applicant. Another option is to send photocopies of two documents with the applicant's name, such as a utility bill, a recent paycheck stub, an employment or organizational ID, or a Social Security card. One of the documents must have the applicant's signature.

Applications received without photo ID or acceptable alternatives cannot be processed.

Why do I have to send a photo ID?

Birth certificates and death certificates are not open records. Access to birth certificates is restricted to qualified applicants for 75 years from the date of birth, and access to death certificates is restricted for 25 years from the date of death. An ID is required to prove your identity and to prove that you are a qualified applicant.