

Applications for Birth or Death Certificates

All applications for certified birth or death certificates must meet the following guidelines:

1. All applicants must present one form of primary identification (not expired for more than 90 days, with a photo), with a United States issuance origin, which include:
 - Driver's License
 - Federal or State Identification Card
 - Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card
 - Offender Identification card issued by the Department of Criminal Justice correctional facility or institution
 - Military Identification Card
 - Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued identification
 - United States Department of State issued Border Crossing Card or Visa
 - Concealed Handgun License
 - Pilot's License
 - United States Passport

Or, two pieces of secondary identification, which include:

 - Current student identification
 - Any primary identification card that is expired
 - Signed Social Security Card
 - DD Form 214
 - Medicaid Card or Medicare Card
 - Veterans Affairs Card
 - Medical insurance card
 - Foreign passport accompanied by a Visa issued by the US Dept of State
 - Foreign passport in accordance with the United States Dept of State, Visa Waiver Program
 - Certified birth certificate from the Dept of State (FS-240, DS-1350 or FS-545)
 - Private company employment identification card
 - Form I-94 accompanied by the applicant's Visa or Passport
 - Mexican voter registration card
 - Foreign identification with identifiable photo of applicant
2. All applicants must complete and present or mail in the application subscribed by the Panola County Clerk's Office, which clearly identifies the vital record of interest.
3. All applications must be accompanied by cash, check, money order or credit/debit card payment in the amount of \$23.00 for birth certificates and \$21.00 for one copy of a death certificate, plus \$4.00 for each additional death certificate ordered at the same time.

In addition, *mailed in applications* must be accompanied by the Notarized Proof of Identification form (completed in its entirety).

APPLICATIONS FOR BIRTH OR DEATH CERTIFICATES THAT DON'T INCLUDE ALL OF THE ABOVE WILL NOT BE PROCESSED.

If you have any questions, please call the Panola County Clerk's Office at (903)693-0302

Bobbie Davis
Panola County Clerk



Office Use Only		
Vol:		
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Cert No.:		

Application for Certified Copy of Birth or Death Certificate

Please Print and Include a Photocopy of Your Valid Photo ID when Submitting this Request

Birth Certificates			
	Cost per Certificate	# Requested	Total
Certified Copies	\$23.00 X		
Total Enclosed (Check or MO payable to Panola County Clerk)			

Death Certificates			
	Cost per Certificate	# Requested	Total
Certified Copy	\$21.00	1	
Additional Copies	\$4.00		
Total Enclosed (Check or MO payable to Panola County Clerk)			

1. Full Name of Person on Record	First Name	Middle Name	Last Name	
2. Date of Birth or Death	Month	Day	Year	Sex
3. Place of Birth or Death	City or Town	County	State	
4. Full Name of Father	First Name	Middle Name	Last Name	
5. Full Maiden Name of Mother	First Name	Middle Name	Maiden Name	

6. Your Name: _____ 7. Telephone: _____

8. Email Address: _____

9. Mailing Address: _____
Street Address City State Zi

10. Relationship to Person Named in Item #1: _____ 11. Purpose for Obtaining this Record: _____

12. Will this Record be Used to Obtain a Passport, for Immigration or for the Indian Registry? yes no

13. Additional Identifying Information for Death Certificate: Birthdate _____ Birthplace _____

I authorize mailing to the address below instead of my mailing address. I have verified that the address below will receive my order.

Name _____ Street Address _____

City _____ State _____ Zip _____

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 two to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety Code, Chapter 195, Sec. 195.003)

Your Signature _____ Date _____

Mail this application, payment and a photocopy of your valid photo ID (*applications without photo ID will not be processed*) to:

Panola County Clerk
110 South Sycamore, Room 201
Carthage, Texas 75633

Notarized Proof of Identification

Part I. Enter Name, Date and Place of Birth/Death and Names of Parents as Information Appears on Birth/Death Certificate			
Full name of Person on Record		Date of Birth/Death	
Place of Birth/Death (City or County)		Sex	
Full Name of Parent 1 (including Maiden name)		Full Name of Parent 2 (including Maiden name)	
Part II. Name of Applicant and Relationship to Person on Record			
Name of Applicant		Relationship to Person on Record	

Affidavit of Personal Knowledge

Part III. This Section Must Be Signed In the Presence of a Notary Public

Signature of Applicant

State of _____
County of _____

Before me on this day appeared _____, now residing at _____
(Name of Applicant)

(Address) (City) (State)

who is related to the person named on Part I as _____, and who on oath deposes and
(Relationship)

says that the contents of this affidavit are true and correct.

Type and Number of ID used by Notary for Identification: _____

{seal} _____
Signature of Notary Public

State of _____
County of _____

Sworn to and subscribed before me, this _____ day of _____, 20 _____.

{seal} _____
Signature of Notary Public

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 - 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SECTION 195.003)

MAIL THIS SWORN STATEMENT, APPLICATION, CHECK OR MONEY ORDER FOR \$23.00 AND A PHOTOCOPY OF YOUR VALID PHOTO ID TO:

PANOLA COUNTY CLERK
110 SOUTH SYCAMORE, ROOM 201
CARTHAGE, TX 75633

(APPLICATIONS WITHOUT THE SWORN STATEMENT AND PHOTO ID WILL NOT BE PROCESSED.)