Applications for Birth or Death Certificates

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

- 1. Copies of certificates for births that occurred within the past 75 years and deaths that occurred within the past 25 years may only be provided to immediate family members of the person named in the record. Immediate family members are children, guardians, spouses, parents, siblings and grandparents. See TAC 181.1 (13).
- 2. All applicants must present one form of primary identification (not expired for more than 90 days, with name and 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 or Numident
- 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

Please call the County Clerk's office for a list of acceptable supporting documents not listed here.

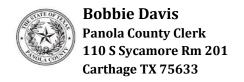
- 3. All applicants must complete and present or mail in the application subscribed by the Panola County Clerk's Office, which clearly identifies the vital record of interest.
- 4. All applications must be accompanied by cash, check, money order or credit/debit card payment in the amount of \$23.00 for 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 include the completed Affidavit.

APPLICATIONS FOR BIRTH OR DEATH CERTIFICATES THAT DON'T MEET THESE REQUIREMENTS WILL NOT BE PROCESSED.

Panola County Clerk 110 S. Sycamore Room 201 Carthage, TX 75633

Questions? (903)693-0302



Application for Birth or Death Record

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 mailing request. Affidavit must be completed for mail in requests.

Birth Certificates				
	Cost Per Certificate	# Requested	Total	
Cert Copy	\$23.00 X			
Total Enclosed				

Death Certificates				
	Cost Per Certificate	# Requested	Total	
Cert Copy	\$21.00 X	1	\$21.00	
Add'l Copies	\$4.00 X			
Total Enclosed				

1. Your Inf	ormation (Please Prin	t)				
	irst Mide		Last	Phone Num	ıber:	
Address:						
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	Obtaining Record: Passpor					
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□ I authorize	mailing to the address bel	ow instead of my m	ailing address	I've verified that the a	ddress below w	ill receive my order.
Name:						
F	irst	Middle		Last		Suffix
Address:				 City	State	Zip
2. Informa	tion for Person Named	on Birth/Death	Record			
No see o						
Name:	irst	Middle		Last		Suffix
	:/ Da Month Day Year	te of Death:/	// Day Year	_ Place of Birth/Death:	City	Country
	Month Day rear		Day Year		City	County
	irst	Middle		Last or Maiden		Suffix
Parent 2:						
F	irst	Middle		Last or Maiden		Suffix
Your Signatu	re:			Date Signed:		
3. Affidavi	t (FOR MAIL IN ORDER	S ONLY)				
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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 & SAFETY CODE, CHAPTER 195, SEC. 195.003).

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