

# LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

## INSTRUCTIONS FOR ORDERING A BIRTH / DEATH CERTIFICATE BY MAIL

**Please print.** Include a photocopy of your valid Photo ID and Sworn Statement when sending your request for a certified copy of a Birth or Death record.

The cost of the certified copies is:

- \$23 for Birth
- \$21 for Death and \$4 each additional certified copies of death, only

**Please make check or money orders payable to: Lucy Adame-Clark, Bexar County Clerk. Temporary checks are not accepted.** If a requested record is not found, we will return your check or money order to your return address.

Our mailing address is:

Bexar County Clerk, Attn: Vital Statistics Department  
100 Dolorosa, Ste #104  
San Antonio, TX 78205

1. Both forms must be completed in their entirety, signed with **ORIGINAL SIGNATURES** in the spaces required, and the proof of identification affidavit must be **NOTARIZED**.
2. You must include **BOTH** original signed forms along with proper identification. **Applications without Photo ID and the attached Sworn Statement will be returned unprocessed.**
3. **ALL APPLICATIONS MUST SUBMIT PROOF OF IDENTIFICATION.** Some of the acceptable forms of identification include:
  - **A Primary ID (Need ONE):**
    - A Driver's License or Identification Card issued by a state in the United States, or a Canadian Province that is current or has not been expired more than two years.
    - A United States Passport.
    - An unexpired Military Identification Card for Active Duty, Reserve, or Retired personnel with an ID photograph.
  - **OR Secondary IDs (Need TWO), such as:**
    - Current Student ID
    - Expired Driver's License or Visa
    - Health Insurance Card
    - Employment ID from a private employer
    - A Mexican Voter Registration Card (known as the "Instituto Nacional Electoral Credencial para Votar") which can be obtained through a Mexican Consulate located in Texas
    - Foreign Photo ID, such as a Driver's License or Military ID
  - **AND Supporting Documents (Need TWO):**
    - Cellphone Bills
    - Recent Utility Bills
    - Medical Records or Bills
    - Pay Stubs
    - Bank Statements
    - Public Assistance Applications or Letters

For additional information, please call 210-335-2585.

**BIRTH**  
\$23.00 Per Copy

Total Copies:

**LUCY ADAME-CLARK**  
**BEXAR COUNTY CLERK**  
100 Dolorosa, Suite 104  
San Antonio, Texas 78205

**DEATH**  
\$21.00 First Copy  
\$4.00 Additional Copies

Total Copies:

**APPLICATION FOR BIRTH OR DEATH CERTIFICATE**

**1. Full Name of Person on Record**

<b>2. First Name</b>	<b>3. Middle Name</b>	<b>4. Last Name</b>
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**5. Date of Birth/Death**

<b>6. Month</b>	<b>7. Day</b>	<b>8. Year</b>	<b>9. Sex</b>
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**10. Place of Birth/Death**

<b>11. City or Town</b>	<b>12. County</b>	<b>13. State</b>
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**14. Father's Full Name**

<b>15. First Name</b>	<b>16. Middle Name</b>	<b>17. Last Name</b>
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**18. Mother's Full Maiden Name**

<b>19. First Name</b>	<b>20. Middle Name</b>	<b>21. Maiden Name</b>
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<b>22. Applicant's Name</b>	<b>23. Area Code</b>	<b>24. Telephone Number</b>
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<b>25. Mailing Address</b>	<b>Street Name</b>	<b>26. City</b>	<b>27. State</b>	<b>28. Zip Code</b>
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<b>29. Signature of Applicant</b>	<b>30. Relationship to Person Named in Box #2</b>
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<b>31. Identification Type</b>	<b>32. Identification Number</b>	<b>33. Today's Date</b>
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<b>34. Purpose for Obtaining This Record</b>
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**35. Would you like to make a voluntary contribution of \$6.00 to promote healthy early childhood by supporting the Texas Home Visiting program administered by the Early Childhood Coordination of the Health and Human Services Commissioner? Please check Yes \_\_\_\_\_ or No \_\_\_\_\_**

**WARNING**

*The penalty for knowingly making a false statement in this form can be 2 – 10 years in prison and a fine of up to \$10,000. (Health and Safety, Chapter 195, Sec 195.003)*

# 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	Full Name of Parent 2

**PART II. Enter relationship to person on record and the type of ID used.**

Name and Relationship to Person on Record	Type and Number of ID Accepted when Notarized
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## AFFIDAVIT OF PERSONAL KNOWLEDGE

**PART III. This section must be signed in the presence of a Notary Public.**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
Before me on this day appeared \_\_\_\_\_  
*(name)*  
now residing at \_\_\_\_\_  
*(address)* *(city)* *(state)*  
who is related to the person named on Part I. as \_\_\_\_\_  
*(relationship)* and who on oath deposes and  
says that the contents of this affidavit are true and correct.  
  
Signature \_\_\_\_\_  
Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*(Seal)*

Signature of Notary Public
Commission Expires
Typed or Printed Name
Street Address
City, State, and 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 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety Code, Chapter 195, Sec. 195.003)**

**Mail this Sworn Statement, application, payment, and a photocopy of your valid Photo ID to:**

**Lucy Adame-Clark, Bexar County Clerk, 100 Dolorosa, Ste. 104, San Antonio, TX 78205**

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