



### **State of Texas Requirement**

The State of Texas requires that all information on the reverse side of this form be furnished.

THE STATE OF TEXAS requires the CITY OF DALLAS, BUREAU OF VITAL STATISTICS to obtain and retain a photo or electronic copy of a valid form of identification prior to the release of any Vital Statistics information.

### **Valid Photo Identification Requirement**

All requests must be in writing and accompanied with the proper identification and processing fee. Each applicant must present a valid primary form of photo identification along with a completed application. If the applicant is unable to present a valid primary form of photo identification, two valid secondary forms of identification maybe accepted – one of which bearing the applicant's signature. FAILURE TO PROVIDE THE PROPER INFORMATION WILL DELAY YOUR REQUEST

### **Confidential Records**

Confidential records may only be released to a qualified applicant. Birth records are confidential for 75 years and death records are confidential for 50 years.

### **Qualified Applicant**

A properly qualified applicant is the person named on the record, a member of the immediate family (mother, father, sister, brother, spouse, grandparent) or an authorized legal representative. A legal representative **must** provide a notarized letter of authorization. Legal Guardians **must** show proof of guardianship. If the father is the applicant and his name does NOT appear on the record, the father will need to provide proof of relationship or have a notarized letter signed by the mother along with a copy of her photo identification which authorizes him to obtain a certified copy of the record.

### **Birth Records**

Birth records are available for births that occurred anywhere in the state of Texas for the years of 1926 to present. When requesting birth certificate, the City of Dallas issues a certified copy of birth facts, i.e., (short form birth certificate / abstract).

### **Long Form Birth Certificate**

Please specify if you need a long form birth certificate which includes the parent's date of birth. We can only provide long form birth certificate for births that occurred within the city of Dallas from April 1983 to present.

### **Death Certificate**

Death records are available for deaths that occurred within the city of Dallas from April 1983 to present.

### **Mail Requests**

Mailed requests and requests left over the counter to be mailed are processed within 2-5 business days of receipt. For all mail requests there is an additional \$1.00 for postage and handling.

### **Certificates not Available**

Contact Texas Vital Records in Austin for delayed birth records and long form birth and death records prior to April 1983:

Texas Vital Records  
Department of State Health Services  
P. O. Box 12040  
Austin, Texas 78711-2040  
(888) 963-7111

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City of Dallas  
Bureau of Vital Statistics  
1500 Marilla, Room 1FN  
Dallas, Texas 75201  
(214) 670-3092

<http://www.dallascityhall.com>

To order online go to: <http://www.vitalchek.com>

S. René Clay, Registrar

Anedrya Price, Deputy Registrar