

BIRTH APPLICATION BY MAIL
YOU MUST INCLUDE A PHOTOCOPY OF A PHOTO I.D. OR DRIVERS LICENSE
AND A SELF ADDRESSED STAMPED ENVELOPE

STARKE COUNTY HEALTH DEPARTMENT
VITAL RECORDS DIVISION
108 N Pearl St
KNOX, INDIANA 46534
TEL: (574) 772-9174
FAX: (574) 772-8035

WARNING:

False application to obtain or inspect,
Altering, mutilating, or counterfeiting Indiana
BirthCertificates, or the use of such a certificate, is
a Criminal offense under IC16-37-1-12.

In accordance with Indiana Code 16-37-1-7, requests
for birth cert. must include the information below. A
permanent record of this request must be kept on file.

FOR SEARCH & CERTIFIED COPY OF **BIRTH RECORD**
WE HAVE STARKE COUNTY BIRTHS ONLY!!!
PLEASE COMPLETE ALL ITEMS BELOW
PHOTO IDENTIFICATION IS REQUIRED IN ACCORDANCE WITH IC 16-37-1-8,
ALONG WITH PROOF OF RELATION.

FULL NAME AT
BIRTH _____

NAME AFTER ANY LEGAL CHANGES/COURT ORDERD PATERNITY/ADOPTION:

Has this person been adopted? Yes ___ No ___

HOW ARE YOU RELATED TO THE ABOVE PERSON? _____

PLACE OF BIRTH (CITY) _____ (COUNTY) _____

DATE OF BIRTH _____ AGE _____

FULL NAME OF FATHER _____

STATE OF BIRTH _____

If adopted, give adoptive father's name _____

FULL MAIDEN NAME OF MOTHER _____

STATE OF BIRTH _____

If adopted, give adoptive mother's name _____

WHY DO YOU NEED THIS RECORD? _____

HOW MANY COPIES DO YOU WANT? _____

YOUR SIGNATURE _____ PHONE NO. _____

YOUR ADDRESS _____ CITY/STATE _____ ZIP _____

TODAY'S DATE _____ TOTAL FEE \$ _____ MONEY ORDER

IF ALL ITEMS ON APPLICATION ARE NOT COMPLETED, THIS FORM WILL BE RETURNED

Form of I.D. Used:

Name on _____
I.D. _____

FEES:

\$10.00 Genealogy fee 1-10 names
\$10.00 For first copy birth certificate
and each additional copy

Who Can Obtain a Birth Certificate

Indiana Codes 16-37-1-10, 16-37-1-11, and 16-37-1-11.5 serve as the State statutes for the fees, relationship, and identification requirements to purchase documents from the Vital Records office. The purchaser must have a "direct interest." A direct interest is defined as a documented and verifiable financial and legal interest, or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Others such as guardians, attorneys, funeral directors, or other authorized agents acting on behalf of the registrant or their family may demonstrate a direct interest when information is needed for determination or protection of personal or property rights.

Depending on the individual's interest in the record, additional documentation may be required.

- Parents of the individual listed on the certificate – must be listed on the record
- Grandparents of the individual listed on the certificate – must be parent of a parent listed on the record & show proof of relationship
- Sibling, 18 years or older, of individual listed on the certificate – must show proof of relationship
- Child or Grandchild, 18 years or older, of individual named on the certificate – must show proof of relationship
- Current Spouse of individual named on the certificate – must show proof of marriage
- Aunt or Uncle of individual named on the certificate – must show proof of relationship
- Step-Parent of individual named on the certificate – must have ID with valid marriage certificate
- Court-Appointed Legal Guardian – must have ID and provide guardianship papers with seal
- Attorney representing individual named on the certificate – must have ID for self and provide a document with direct interest spelled out on letter head or court documents
- Genealogy – individual named on the certificate must be over 75 years old and deceased – must show proof of death
- Social Agency – must have work ID with court documents or signed authorization from client
- State and Federal Agencies – must have work ID and provide a document with direct interest spelled out on letter head, court documents, or signed authorization from client

For a full listing of identification requirements, please see the [Identification Requirements \(/isdh/26792.htm\)](#) page within the Birth Information section of this website.