



Instructions for Requesting a Certified Birth or Death Record

City of Weslaco Vital Statistics
255 S. Kansas Avenue – Weslaco, TX 78596
Phone: (956) 968-3181 ext. 1107

Please read all of the following prior to sending in your request.

Availability of Records

-Births born **IN THE CITY LIMITS OF WESLACO** from 1900 to current will receive a long form birth certificate.

-Births born **IN THE STATE OF TEXAS, BUT OUTSIDE THE CITY LIMITS OF WESLACO** from 1926 to current will receive an Abstract Certified Birth Certificate.

-Deaths that occurred **ONLY IN THE CITY LIMITS OF WESLACO.**

All other requests for dates not listed must be obtained from the county they occurred in or through the Texas Department of State and Health Services Vital Statistics Unit.

Records will only be issued to Qualified Applicants.

Our office can issue two types of birth certificates.

Long Form Birth Certificate: If you were born within the city limits of Weslaco, our office will issue you a long form birth certificate. This is the certified copy of the original on security paper that meets state requirements, which bears our City of Weslaco Seal and the Texas State Health Department Seal. Our office DOES NOT use an embossed seal per Administrative Code Title 25 Part 1 Chapter 181 Subchapter B Rule 1813.28-C-Security Features.

Abstract/Remote Form Birth Certificate: If you were born in the State of Texas, our office will issue you an abstract birth certificate. This is a certified copy of the minimal information that is provided by the State on security paper that meets state requirements, which bears our City of Weslaco Seal and the Texas State Health Department Seal. Our office DOES NOT use an embossed seal per Administrative Code Title 25 Part 1 Chapter 181 Subchapter B Rule 1813.28-C-Security Features.

Qualifying Applicant: Defines who is eligible to request certified copies of records.

Self: Person named on birth record.

Parent: Parent listed on birth record.

Spouse: Must show marriage license

Step Parent: Must show documentation (marriage license between biological parent)

Grandparent: Biological parents to parents on birth record (must show proof of relationship ex. birth record)

Children: Biological child to person on birth record

Sibling: Must share at least one biological parent. Parent must be on both person's birth record.

Guardian: Must show court order showing guardianship

All qualifying applicants must present a valid form of identification with your request. Applicant must present one form of primary identification. If you do not possess a primary identification you may present two forms of secondary identification. If you do not possess two forms of secondary identification, you must present one form of secondary identification and two supporting documents that establishes the identity of the applicant. Examples of all forms of acceptable identification are listed on page two of these instructions.

Dear Customer:

An ID is needed to process your application. Please select **one** of the three groups below and provide the requested items.

1. One (1) Item from **Group A OR**
2. Two (2) Items from Group B **OR**
3. Three (3) Items one(1) item from **Group B PLUS two (2) items from Group C**

1 Group A – PRIMARY ACCEPTABLE ID

Note: The document must contain the applicants name and signature and or an identifiable photo of the applicant

- 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:
 - Employment Authorization Document (EAD);
 - Permanent Resident Card (green card);
 - Travel Documents:
 - Re-entry Permit;
 - Refugee Travel Permit; or
 - Advance Parole.
 - SENTRI Card; or
 - U.S. Citizen Identification Card.
- United States Department of State issued:
 - Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or
 - Visa
- Concealed Handgun License;
- Pilot's license; or
- United States Passport.

2 Group B - SECONDARY ACCEPTABLE ID - Please provide two (2) of Group B ID's

Note: one document must contain the applicants name and signature and or an identifiable photo of the applicant

- Current student identification;
- Any Primary Identification that is expired;
- Signed Social Security card, or Numident;
- DD Form 214 Certificate of Release;
- Medicaid card or Medicare card;
- Veterans Affairs card;
- Medical insurance card;
- Foreign Passport accompanied by a Visa issued by the United States Department of State;
- Foreign Passport in accordance with the United States Department of State, Visa Waiver Program;
- Certified birth certificate from the Department 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; or
- Foreign Identification with identifiable photo of applicant.

3 Group C – SUPPORTING DOCUMENTS - Please provide One (1) From Group B and (2)TWO FROM GROUP C

Note: one document must contain the applicants name and signature and or an identifiable photo of the applicant

Note: This list of items consist of other records or documents that aid in establishing the identity of the applicant.

The following list is not all inclusive.

- A recent utility bill (must be current, show the same address and name of the requestor)
- Current Pay Stub (must show requestors name, company name and current address)
- Bank account statement (must be a current statement showing requestors name and address)
- Public assistance Letter (must be current and show requestors name and address)
- Police Report of stolen identification (must show requestors name, address and date filed)
- Official School Transcript (must be certified by official seal)
- Voters registration card (must be current and show your current address and name of requestor)
- Automobile insurance card (must show requestors name and be current and valid)
- Automobile title (must show requestors name)
- Social security letter (must be current and show same address as on the application)

Fees, Acceptable Payments & Processing Times

<u>Long Form Birth Certificate</u> (For Births that occurred within Weslaco City limits)	\$23.00
<u>Abstract/Remote Form Birth Certificate</u> (for Births that occurred outside the Weslaco area, but in Texas)	\$23.00
<u>Death Certificate</u> (deaths that occurred within Weslaco City limits)	\$21.00
Additional Copy of Death Certificates (at same time of purchase)	\$4.00
<u>Plastic Sleeve</u>	\$2.00

Our office accepts payments in the form of:

Money Orders or Cashier's Checks (Made payable to: **City of Weslaco**) for all mail in requests

No Personal Checks Accepted

No liability on this office for lost orders.

*All requests are processed within 1-2 business days from the time this office receives the application if the application is complete.

Note: All mailed in applications submitted must be signed in the presence of a notary public. Please provide valid identification. Uncompleted applications or insufficient identification will cause a delay in processing.



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Please Print and Include a Photocopy of your Valid Driver's License, State ID or forms from the acceptable list.

Service	Cost	#	Total	Processing times
Long Form Birth Certificate (available for Weslaco Births Only)	\$23.00			*All requests are processed within 1-2 business days as long as all portions of application are complete.
Abstract Birth Short Form Certificate (for Texas Births Only)	\$23.00			
Death Certificate (available for Weslaco Deaths Only)	\$21.00			
Additional Death Certificates	\$4.00			
Protective Pouch for Long Birth Certificate	\$2.00			
Total Payment				

Payment Authorization (Cashier Check or Money Order made payable to City of Weslaco) **NO CHECKS ACCEPTED**

INFORMATION ON THE BIRTH OR DEATH RECORD (PLEASE PRINT)

Name on Birth Record:	First	Middle	Last
Date of Birth or Death:	Month:	Day:	Year: Gender: Female or Male
Place of Birth or Death:	City	County	State Texas
Father's Full Name:	First	Middle	Last
Mother's Full Name: (include Maiden Name)	First	Middle	Last

INFORMATION ABOUT THE PERSON APPLYING FOR THE RECORD

Applicant Name:	Email:	Phone#:
Full Mailing Address:		
Relationship:	Reason for Purchase:	

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

Name of Authorized Person to receive Birth or Death Record:
Mailing Address of Authorized Person:

Applicant's Signature:	Date:
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Applicant's Notarized Affidavit of Identity (Must be signed in the presence of a notary public)

ALL SUBMITTED APPLICATIONS FOR CERTIFICATES MUST BE NOTARIZED IN ORDER TO BE PROCESSED.

STATE OF: _____ COUNTY OF: _____

This instrument was acknowledged before me on _____ by _____
 Date Name of Person Identified (Applicant)

Notary Public's Signature	Notary Stamp or Seal
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WARNING: Any birth record that has had 10 certifications issued since the original date of filing shall be considered an abused record. If no record is found a searching fee of \$23.00 (birth) or \$21.00 (death) will be charged. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT CAN BE 2-10 YEARS IMPRISONMENT AND A FINE UP TO \$10,000.00 (HEALTH AND SAFETY CODE, §195.003)