

FREQUENTLY ASKED QUESTIONS (FAQ'S)

VITAL STATISTICS DIVISION

How much does a Birth/Death Certificate Cost?

- **Birth:** \$23 a copy for either type of Certified Form: Long or Short
- **Death:** \$21 for the 1st copy and \$4 for each additional copy

How many copies can I get?

- **Birth:** Three copies per transaction
- **Death:** No limit

How to obtain a Birth/Death Certificate?

- Will need to provide **valid** State ID/DL
- Must be a **qualified applicant**
- "In Office" Application must be **completed**
- We are opened from 8:00 a.m. to 12 and 1:00 p.m. to 4:30p.m.

What if I don't have valid identification?

- Call office (281) 420-6504 ext. 8139

Who is a qualified applicant?

- Parents (valid ID)
- Grandparents (ID & birth certificate of your child)
- Siblings (ID & your birth certificate)
- Spouse (ID & marriage license)
- Children (ID & your birth certificate)

What if I don't know all the information on the application?

- We cannot provide any information regarding birth or death records
- You may try to research your family information at the following link: www.familysearch.org

What types of Birth Certificates are available?

- Long Form – Available **only** for children born within the city limits of Baytown
- Short Form – Available for anyone born in the state of Texas

What types of Death Certificates are available?

- Available **only** for individuals who passed away within the city limits of Baytown



For Additional Questions, Please Call – (281) 420-6504 x 8139