

Honorable Teresa Kiel, Guadalupe County Clerk
211 W. Court St., Seguin, Tx 78155-5730
Phone: 830-303-8863

Control # _____
 Registrar # _____
 Vol _____ Pg _____
 Receipt # _____

Initials _____
 # Copies _____
 Date _____

**MAIL APPLICATION FOR
 BIRTH AND DEATH RECORD**

PLEASE PRINT. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST.

Make check or money orders payable to: Guadalupe County Clerk. For any search of the files where a record is not found, the search fee is not refundable or transferable.

| Birth Certificates | | | | Death Certificates | | | |
|---|--------|--------------|-------|---|--------|--------------|-------|
| Type | Cost X | # of copies= | Total | Type | Cost X | # of copies= | Total |
| Standard Size <input type="checkbox"/> Long form <input type="checkbox"/> | \$23 | | | Certified Copy (1 copy) | \$21 | | |
| | | | | Additional Copies | \$4 | | |
| Total (Check or money order payable to Guadalupe County Clerk) | | | | Total (Check or money order payable to Guadalupe County Clerk) | | | |

I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.

IDENTIFY BIRTH OR DEATH RECORD INFORMATION (Part I)

| | | | |
|-------------------------------|--------------|-------------|-----------------------|
| Full Name of Person on Record | First Name | Middle Name | Last Name |
| Date of Birth/Death | Month | Day | Year |
| Place of Birth/Death | City or Town | County | State |
| Full Name of Parent 1 | First Name | Middle Name | Maiden Name/Last Name |
| Full Name of Parent 2 | First Name | Middle Name | Maiden Name/Last Name |

APPLICANT INFORMATION (Part II)

| | | |
|--|------------------------------------|----------------|
| Applicant Name | Telephone # | Email Address |
| Full Mailing Address | Street Address | City State Zip |
| Relationship to person listed above | Purpose for obtaining this record: | |
| <input type="checkbox"/> I authorize mailing to the address below. I have verified that the address below will receive my order. | | |
| Name of Person Receiving Copies, if Different from Applicant | | |
| Mailing Address for Copies, if Different from Applicant | | |
| City | State | Zip |

AFFIDAVIT OF PERSONAL KNOWLEDGE (MUST BE SIGNED IN PRESENCE OF A NOTARY PUBLIC) (Part III)

STATE OF _____ COUNTY OF _____ Before me on this day appeared _____ (Applicant 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.

The applicant presented the following type and number of identification: _____

Applicant Signature _____

(Seal) Sworn to and subscribed before me, this ____ day of ____, 20____.
 Signature of Notary Public and Notary ID Number _____
 Typed or Printed Name: _____
 Commission Expires: _____
 Street Address: _____
 City, State, 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 APPLICATION, PAYMENT AND A VALID PHOTO ID TO:
 GUADALUPE COUNTY CLERK - VITAL RECORDS DEPARTMENT
 211 WEST COURT ST., SEGUIN, TX 78155-5730**