



APPLICATION FOR SEARCH AND CERTIFIED COPY OF BIRTH RECORD

State Form 49607 (R5 / 5-12)
Approved by State Board of Accounts, 2012
INDIANA STATE DEPARTMENT OF HEALTH

BIRTH RECORDS IN THE STATE VITAL RECORDS OFFICE BEGIN WITH OCTOBER 1907. Prior to October 1907, records of birth are filed ONLY with the local health department in the county where the birth actually occurred.

FEES ARE ESTABLISHED BY LAW (IC 16-37-1-11 and IC 16-37-1-11.5). Each search for a record costs \$10.00. The fee is non-refundable. Included in one search is a 5-year period: the reported year of birth and, if the record is not found in that year, the 2 years before and after. A certified copy of the record, if found, is included in the search fee. Additional copies of the same record purchased at the same time are \$4.00 each. Amendments made to the record are an additional \$8.00.

WARNING: FALSE APPLICATION, ALTERING, MUTILATING, OR COUNTERFEITING INDIANA BIRTH CERTIFICATES IS A CRIMINAL OFFENSE UNDER IC 16-37-1-12.

IDENTIFICATION IS REQUIRED according to IC 16-37-1-7 (SEE REQUIREMENTS AND ACCEPTABLE DOCUMENTATION LIST). Requests for birth certificates sent without proper identification will be returned to the requester without processing. Please complete all items below as required pursuant to IC 16-37-1-10 (a):

Form fields including: Full Name at Birth, Date of Birth, Is this Person Deceased?, Full Name of Father, Full Name of Mother, Purpose for which record is to be used, APOSTILLE, Your Relationship to the Individual Named on the requested certificate, Total Certificates, Is this certificate for an Apostille?, Delivery Preference, Print Name of Applicant, Signature of Applicant, Mailing Address, Daytime Telephone Number, Today's Date.

FOR OFFICE USE ONLY

Form fields for office use: Date received, Receipt Number, Volume Number, Certificate Number, Application Number, Initials of Verifier.



Mitchell E. Daniels, Jr.
Governor

Gregory N. Larkin, M.D., F.A.A.F.P.
State Health Commissioner

Dear Valued Customer:

To obtain an Apostille there are specific requirements set forth by the Indiana Secretary of State. In order to ensure quick processing, please note all requests must include the following:

- Cover letter indicating which country will be receiving the document
- Telephone number where you can be reached
- Copy of a valid State issued identification, passport, or military identification
- Pre-stamped return envelope with additional postage if sending multiple certificates
- The Birth Certificate issued from the Indiana State Department of Health

Mail to:

**Secretary of State
Authentication Department
302 W. Washington Street, Room E-018
Indianapolis, IN 46204**

Please allow five (5) business days for processing. For additional information, including the hours for Walk-In Services, visit www.in.gov/sos/business/apostille/ or call the Secretary of State at (317) 232-2677.

The Secretary of State provides this service at no charge.