

Birth and Death Certificates

AVAILABLE RECORDS:

- Certificates for births that occurred within the state of Louisiana. These records may not be available until a child reaches 4-5 months of age.
- Certificates for deaths that occurred within the state of Louisiana after July, 2012. These records are generally available 8 weeks after death.

If you need a certificate for a birth or death that occurred in another state, you must contact that state's vital records office.

If you need information on registering a birth or changing incorrect information, please contact the State of Louisiana Department of Vital Records.

COST:

- Birth Certificates – \$34
- Death Certificates – \$26

WHO MAY ORDER A BIRTH CERTIFICATE:

- The person named on the document
- The current spouse of the person named on the document
- Mother or father of the person named on the document (Father must be listed on certificate in order to receive certificate)
- An adult child of the person named on the document
- Sister/brother of the person named on the document
- Grandmother or grandfather of the person named on the document
- Grandchild of the person named on the document
- Legal guardian of a minor child named on document (A Judgment of Custody must be presented. Custody by mandate or provisional custody from a notary, or transfer of custody witnessed by a notary will not be accepted.)
- An attorney representing one of the above with a signed contract of representation or authorization.

IDENTIFICATION REQUIREMENTS:

Persons who apply for a certified copy of a birth or death certificate must produce identification in the form of one primary document or two secondary documents.

A. Primary Documents

- Current state issued driver's license that displays a photograph which clearly identifies the applicant.
- Current state issued picture identification that displays a photograph which clearly identifies the applicant.

- Current U.S. military identification card that displays a photograph which clearly identifies the applicant.
- Current U.S. issued or Foreign issued Passport
- U.S. Certificate of Naturalization (Form N-550, N-570 or N-578)
- U.S. Certificate of Citizenship (Form N-560 or N-578)
- Students (high school or younger) – a current school yearbook or a current school identification document with a photograph which clearly identifies the applicant.

B. Secondary Documents

- Current student picture identification card from a college or university when accompanied by a 100% fee paid receipt for the current semester. (COUNTS AS TWO DOCUMENTS)
- A W-2 form issued within the last two years plus an original signed Social Security Card. The Social Security numbers must match. (COUNTS AS TWO DOCUMENTS)
- Original adoption papers
- Official certified deeds or title to property
- Certificate of vehicle title
- Insurance policy must show name of the applicant (Health, Home, Life, and Auto).
- Payroll stub (cannot be handwritten) showing the name and social security number of the applicant.
- Current U.S. military dependent identification card that displays a photograph which clearly identifies the applicant.
- Original DD-214 Military Discharge document which clearly identifies the applicant.
- Voter's Registration application (certified true copy)

****IMPORTANT: IN CASES WHERE APPLICANTS PROVIDE OR ATTEST TO FALSE INFORMATION, THE INDIVIDUAL WHO SIGNS THE APPLICATION IS THE INDIVIDUAL PROSECUTED.**

WAIT TIME FOR OBTAINING A CERTIFICATE:

Most certificates are available within 15 minutes, however, if you were born before 1986 there could be an extended wait time of up to 3 hours.

OTHER QUESTIONS:

Email: morehouseclerk@gmail.com

You may print this application and fill in the information to expedite the process in our office.
You must sign this form in our presence.

You may use a major credit card to place internet, fax or telephone orders through VitalChek Network, an authorized service provider. There are additional fees when using this service provider or requesting expedited services.

To order using the VitalChek Network, visit their [website](#) or call 1-877-605-8562.



Morehouse Parish Clerk Of Court

Tifani S. Thomas, Clerk of Court

100 East Madison Avenue

Bastrop, La. 71220

APPLICATION FOR CERTIFIED COPY OF BIRTH/DEATH CERTIFICATE

FORM PROVIDED BY LOUISIANA STATE REGISTRAR

Birth Certificate

Number of Copies Requested: _____ \$34.00 each _____

Death Certificate

Number of Copies Requested: _____ \$26.00 each _____

SUBTOTAL

TOTAL FEES DUE

If no record is found, you will be notified and fees will be retained for the search per R.S. 40:40. All fees set by statute per R.S. 40:39-40 and Act 390.

Record Information

NOTE: Birth records over 100 years old and Death records over 50 years old can be obtained by writing the Secretary of State. Address: Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804-9125.

Name at Birth/Death

First _____ Middle _____ Last _____

Date of Birth/Death _____ Sex _____

City of Birth/Death _____ Parish of Birth/Death _____

Mother's Full Maiden Name before Marriage

First _____ Middle _____ Maiden _____

Father's Name

First _____ Middle _____ Last _____

Relationship to Person Named on the Certificate (must submit photo ID)

- Self Father Grandparent Sister Legal Guardian (with judgement of custody)
- Mother Child Grandchild Brother Current Spouse

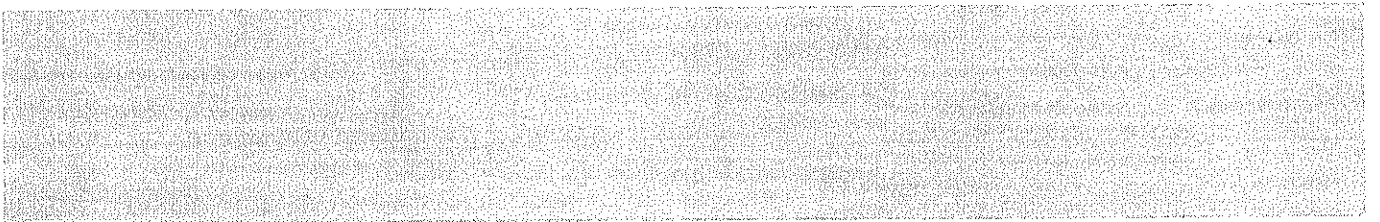
Applicant Information

First Name _____ Last Name _____ Day Phone _____

Residence Address _____ City _____ State _____

Email _____ ZIP Code _____

Office Use Only



I am aware that any person who willfully and knowingly makes any false statement on an application for a certified copy of a vital record is subject upon conviction to a fine of not more than \$10,000 or imprisonment of not more than five years, or both.

Signature _____

VR Form S1 Rev 6/16

Order will be returned if items not completed and included:

- Signed application
- Copy of Federal or State photo ID
- Correct fees