



# Parke County Health Department

116 High Street Room 12  
Rockville, Indiana 47872  
[parkehealth@parkecounty-in.gov](mailto:parkehealth@parkecounty-in.gov)

Phone: 765-569-6665  
FAX: 765-569-4061  
parkecounty-in.gov

## *Birth Certificate Application*

*(Please Print Clearly)*

*(Revised 12-21-2021)*

YOU MUST FILL OUT ALL INFORMATION OR THIS APPLICATION WILL NOT BE PROCESSED. CERTIFICATES WILL NOT BE ISSUED IF FULL PAYMENT HAS NOT BEEN RECEIVED. Certificates are \$10.00 each. We accept Cash, Checks, Money Orders, Discover, Visa, or MasterCard (credit/debit card processing fees apply). If paying via card, please complete page 3 of this application; turn in with the completed application. IF SENT VIA MAIL, A PRE-STAMPED AND ADDRESSED ENVELOPE MUST BE SENT WITH THE APPLICATION. If an envelope is not included with application, the certificate will be available at the Health Department during regular business hours.

**FALSE APPLICATION, ALTERING, MUTILATION, OR COUNTERFEITING INDIANA BIRTH CERTIFICATES IS A LEVEL 6 FELONY.**

**Indiana Code 16-37-1-12**

**All Requests REQUIRE proper identification and proof of relationship to the person whose record is requested.**

**Indiana Code 410 IAC 18-3-2**

**Birth certificates may be issued ONLY to the individual, the mother of the individual, the father of the individual (if named on the birth certificate, married to mother of the individual, or paternity has been established), a grandparent of the individual (if parents of the individual were married at the time of birth, or paternity has been established), the legal guardian of the individual, an adult sibling of the individual, and adult aunt or uncle of the individual (if parents of the individual were married at the time of birth), the spouse of the individual, or an adult child or grandchild of the individual.**

**Indiana Code 410 IAC 18-3-1**

If you have any questions, feel free to call the Parke County Registrar at 765-569-6665  
Received by: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt#: \_\_\_\_\_ Cert#: \_\_\_\_\_

# Application for Certified Birth Certificate

---

Full Name at Birth: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Has name been legally changed (other than marriage)? Yes \_\_\_\_\_ No \_\_\_\_\_ Adopted \_\_\_\_\_

Other name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Full Name of Father: \_\_\_\_\_

Full Name of Mother: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Purpose for which record is to be used: \_\_\_\_\_

Relationship (i.e. Self, Mother, Father...): \_\_\_\_\_

Name of Applicant (Printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Mailing Address

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_ Work/Daytime Phone Number: \_\_\_\_\_

**Certified Birth Certificates are \$10.00 each.**

Number of Certified Copies: \_\_\_\_\_ Amount Due: \_\_\_\_\_

## OFFICE USE ONLY

---

Driver's License/State ID # \_\_\_\_\_ Passport# \_\_\_\_\_ Military ID \_\_\_\_\_

Veterans ID# \_\_\_\_\_ Other \_\_\_\_\_ Other \_\_\_\_\_

Parke County Health Department

Credit/Debit Card Payment Authorization Form

The completion and signing of this form authorizes the Parke County Health Department use of the credit/debit card information listed below. The Parke County Health Department also has permission to debit the account for any fees due to applicant, including a 3% Convenience Fee, minimum \$1.00.

Please complete fully

I, \_\_\_\_\_ authorize the Parke County Health Department to charge my credit/debit card account in an amount due for licenses, permits, or vital record searches and/or certificates on or after

\_\_\_\_\_

Signature \_\_\_\_\_

I authorize the above named to charge the credit/debit card indicated in this authorization form according to the terms outlined above. This authorization is limited to one use. I certify that I am an authorized user of the afore mentioned card. I will not dispute the payment with the credit card company; so long as the transaction corresponds to the terms indicated in this form.

Name: \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Office Use Only

Authorization # \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Please Fill Out Card Information

Account Type (Circle One):      Visa              MasterCard              Discover

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code (3 Digit): \_\_\_\_\_