

## Applicant Identification

1. Birth & Death Records are Not Public Records.  
2. Birth & Death Records may be issued only to “Properly Qualified Applicants” who satisfy identification requirements per state law.

3. Relevant State of Texas laws: **Texas Administrative Code, Sec.181.1** “Identification required of applicant – One (1) item from Primary Acceptable Identification or Two (2) items from Secondary Acceptable Identification or Three (3) items – one (1) item from Secondary Acceptable Identification PLUS two (2) items from Supporting Documents

**Texas Administrative Code, Sec.181.1.** “Properly Qualified applicant – The registrant, or immediate family member either by blood or marriage, his or her guardian, or his or her legal agent or representative. Local, state and federal law enforcement or governmental agencies and other persons may be designated as properly qualified applicants by demonstrating, a direct and tangible interest in the record when the information in the record is necessary to implement a statutory provision or to protect a personal legal property right.”

To assist applicants in establishing identification requirements the following general guidelines are provided. Three general categories of documents are used to establish the identity of a “Properly Qualified Applicant.” 1. Primary Acceptable ID – one (1) required 2. Secondary Acceptable ID – two (2) required 3. Supporting Documents – one (1) Secondary Acceptable ID and two (2) Supporting Document

### Group A – PRIMARY ACCEPTABLE ID

Please provide **ONE (1)** from **GROUP A**:

These items are complete within themselves and require no supporting instruments. All of these may not expire for more than 90 days and must include a photo.

- U.S. Government State issued Driver's license
- Federal or state ID card
- U.S. Military ID card
- U.S. passport
- License to Carry a Firearm
- Pilot's license
- Law enforcement employment ID (federal, state, or city)
- Offender ID issued by the Texas Department of Criminal Justice or an ID from a federal or U.S. state correctional facility or institution, prison identification
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - Employment Authorization Document (EAD)
  - Permanent Resident Card (Green Card)
  - Travel documents:
  - Re-entry permit
  - Refugee travel document
  - Advance parole
  - SENTRI card
  - U.S. citizen ID card
- U.S. Department of State issued:
  - Border Crossing Card (BCC) – B1 for business or pleasure or B2 medical purposes
  - Visa

### Group B – SECONDARY ACCEPTABLE ID

If you do not have one from Group A; Please provide **TWO GROUP B**:

- Current student ID
- Any Primary Acceptable ID from Group A that is expired
- Signed Social Security card or Numident
- DD Form 214 Certificate of Release
- Medicaid card or Medicare card
- Veterans Affairs card
- Medical insurance card in requestors name
- Foreign passport accompanied by a visa issued by the U.S. Department of State
- Foreign passport in accordance with the U.S. Department of State, Visa Waiver Program
- Certified birth certificate from the U.S. Department of State (FS-240, DS-1350, or FS-545)
- Private company employment ID card
- Form I-94 - accompanied by the applicant's visa or passport
- Mexican voter registration card
- Foreign identification with identifiable photo of applicant (including El Salvador consular certification, El Salvadoran Unique Identity Card [DUI], and Honduran consular certification)

### Group C – SUPPORTING DOCUMENTS

If you do not have one from Group A or two from Group B, provide **ONE (1)** from **GROUP B** and **TWO (2)** from **GROUP C**:

\*\* These items consist of other records or documents that aid examining personnel in establishing the identity of the applicant. The following items are not all inclusive. The examining or supervisory personnel may determine that an unlisted document meets the department's needs in establishing identity.

- Utility bill or cell phone bill with current address in requestors name
- Paycheck stub with requestors name
- Any Secondary Acceptable ID from Group B that is expired
- Public assistance applications or letters
- Signed valid voter's registration card
- Police report of stolen Identification
- Official school transcript
- Bank account statement
- Social Security letter
- Marriage license or divorce decree
- Certified birth certificate from a state other than Texas, or other country
- Automobile title, registration, insurance card or contract
- Lease agreement
- Loan or installment payment contract, promissory note
- Property title or lien
- Library card
- Fishing or hunting license
- Medical record or bill
- Religious record with signature of religious official
- Rent receipt with address and name
- Federal, state, or local tax records
- U.S. Department of Homeland Security notice or correspondence

## Not Accepted Identification

- Honduran matricula consular
- Mexican matricula consular

The Mexican consulate that issues the Matricula Consular does not authenticate the documents used to obtain it. The issuing consulate does not verify the source documents.

## Other Documents from Otherwise Non-qualified Applicants

- Notarized authorization form – authorization form signed by the individual authorizing another person to obtain their documents. The form must either be notarized or must have a copy of the registrant’s identification attached.
- Foreign court papers referencing an individual may be used to obtain the death certificates for an individual
- Power of attorney
- Documents in a foreign language are acceptable, but must be translated into English, if personnel is not available that can verify the accuracy of the translation, the documents must be translated by a certified translator
- A social worker that is the caseworker for an individual may get their client’s documents for them. Must present documentation indicating that the registrant is in their care. If the care is under organization or institution, the social worker must present documentation showing they are working on behalf of that organization or institution.

## Insufficient ID

If the applicant does not have an acceptable ID, an alternative would be to have an immediate family member become the applicant and send a photocopy of their ID.

If the applicant has or is applying for public assistance of any sort, the case worker or social worker assigned to their case may become the applicant in their stead and provide their employment photo ID and obtain the birth record for the applicant.

## Properly Qualified Applicant

The registrant or immediate family member either by blood, marriage, or adoption; his or her guardian, or his or legal agent or representative. Local, state, and federal law enforcement or governmental agencies and other persons may be designated as properly qualified applicants by demonstrating a direct and tangible interest in the record when the information in the record is necessary to implement a statutory provision or to protect a personal legal property right. A properly qualified applicant may also be a person who has submitted an application for a request to release personal information and has been approved as outlined in 181.11 of this title (relating to Requests for Personal Data.) [25 TAC 181.1(22)]

## Immediate Family Member

An immediate family member is a qualified applicant to receive a certified copy. Immediate family member (by blood or marriage) is defined as:

- Self
- Father (when listed on the record; if not listed, has a court order stating he is the father.
- Mother
- Grandfather

- Grandmother
- Brother
- Sister
- Husband
- Wife
- Legal Guardian (a copy of the legal guardianship papers is required as proof)
- Legal Representative (document from the qualified applicant needed)

**Note: All identification is subject to inspection and approval. The Bureau retains the right to reject identification deemed unacceptable or insufficient. Due to the numerous possible types of identification and supporting documents this list is not intended to be all inclusive. These guidelines are subject to revision without notice. BVS.App.ID.doc 12/18/2024**

