

**BIRTH APPLICATION BY MAIL**  
**YOU MUST INCLUDE A PHOTOCOPY OF A PHOTO I.D. OR DRIVERS LICENSE**  
**AND A SELF ADDRESSED STAMPED ENVELOPE**

STARKE COUNTY HEALTH DEPARTMENT  
VITAL RECORDS DIVISION  
108 N Pearl St  
KNOX, INDIANA 46534  
TEL: (574) 772-9174  
FAX: (574) 772-8035

**WARNING:**

False application to obtain or inspect,  
Altering, mutilating, or counterfeiting Indiana  
BirthCertificates, or the use of such a certificate, is  
a Criminal offense under IC16-37-1-12.

In accordance with Indiana Code 16-37-1-7, requests  
for birth cert. must include the information below. A  
permanent record of this request must be kept on file.

FOR SEARCH & CERTIFIED COPY OF **BIRTH RECORD**  
**WE HAVE STARKE COUNTY BIRTHS ONLY!!!**  
PLEASE COMPLETE ALL ITEMS BELOW  
**PHOTO IDENTIFICATION IS REQUIRED IN ACCORDANCE WITH IC 16-37-1-8,**  
**ALONG WITH PROOF OF RELATION.**

FULL NAME AT BIRTH \_\_\_\_\_

NAME AFTER ANY LEGAL CHANGES/COURT ORDERD PATERNITY/ADOPTION: \_\_\_\_\_

Has this person been adopted? Yes \_\_\_\_ No \_\_\_\_

HOW ARE YOU RELATED TO THE ABOVE PERSON? \_\_\_\_\_

PLACE OF BIRTH (CITY) \_\_\_\_\_ (COUNTY) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_

FULL NAME OF FATHER \_\_\_\_\_  
STATE OF BIRTH \_\_\_\_\_

If adopted, give adoptive father's name \_\_\_\_\_

FULL MAIDEN NAME OF MOTHER \_\_\_\_\_  
STATE OF BIRTH \_\_\_\_\_

If adopted, give adoptive mother's name \_\_\_\_\_

WHY DO YOU NEED THIS RECORD? \_\_\_\_\_

HOW MANY COPIES DO YOU WANT? \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_ TOTAL FEE \$ \_\_\_\_\_ MONEY ORDER

**IF ALL ITEMS ON APPLICATION ARE NOT COMPLETED, THIS FORM WILL BE RETURNED**

**Form of I.D. Used:**

Name on \_\_\_\_\_  
I.D. \_\_\_\_\_

**FEES:**

\$10.00 Genealogy fee 1-10 names  
\$10.00 For first copy birth certificate  
and each additional copy

## Who Can Obtain a Birth Certificate

Indiana Codes 16-37-1-10, 16-37-1-11, and 16-37-1-11.5 serve as the State statutes for the fees, relationship, and identification requirements to purchase documents from the Vital Records office. The purchaser must have a "direct interest." A direct interest is defined as a documented and verifiable financial and legal interest, or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Others such as guardians, attorneys, funeral directors, or other authorized agents acting on behalf of the registrant or their family may demonstrate a direct interest when information is needed for determination or protection of personal or property rights.

### **Depending on the individual's interest in the record, additional documentation may be required.**

- Parents of the individual listed on the certificate – must be listed on the record
- Grandparents of the individual listed on the certificate – must be parent of a parent listed on the record & show proof of relationship
- Sibling, 18 years or older, of individual listed on the certificate – must show proof of relationship
- Child or Grandchild, 18 years or older, of individual named on the certificate – must show proof of relationship
- Current Spouse of individual named on the certificate – must show proof of marriage
- Aunt or Uncle of individual named on the certificate – must show proof of relationship
- Step-Parent of individual named on the certificate – must have ID with valid marriage certificate
- Court-Appointed Legal Guardian – must have ID and provide guardianship papers with seal
- Attorney representing individual named on the certificate – must have ID for self and provide a document with direct interest spelled out on letter head or court documents
- Genealogy – individual named on the certificate must be over 75 years old and deceased – must show proof of death
- Social Agency – must have work ID with court documents or signed authorization from client
- State and Federal Agencies – must have work ID and provide a document with direct interest spelled out on letter head, court documents, or signed authorization from client

For a full listing of identification requirements, please see the [Identification Requirements \(/isdh/26792.htm\)](/isdh/26792.htm) page within the Birth Information section of this website.