



**City of Houston  
Houston Health Department  
Bureau of Vital Statistics**

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

**Applicant Identification**

**Three general categories of documents are used to establish the identity of a “Properly Qualified Applicant.”**

1. **Primary Acceptable ID** – one (1) required -OR-
2. **Secondary Acceptable ID** – two (2) required -OR-
3. **Supporting Documents** – one (1) Secondary Acceptable ID and two (2) Supporting Documents required

**In order to assist applicants in establishing identification requirements the following general guidelines are provided:**

**1. Primary Acceptable Identification: (One (1) required)**

*Note: The document must contain the applicant name and signature and/or an identifiable photo of the applicant*

- US Government-issued drivers’s license
- US Government-issued Country/State/City/County ID card
- US Government employment badge/card or private company employment badge/card
- US Current student ID with picture
- Offender Identification card issued by the Department of Criminal Justice 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 Permit; or Advance Parole; SENTRI Card; or U.S. Citizen Identification Card.
- United States Department of State issued: Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or Visa
- Concealed Handgun License or Pilot’s License
- United States Passport
- US Citizenship Certificate or Certificate of Naturalization
- US Military ID or Social Worker employee ID

**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. Rev. 5/2016**

**2. Secondary Acceptable Identification (Two (2) required)**

*Note: The document must contain the applicant name and signature and/or an identifiable photo of the applicant.*

- Foreign country Government-issued driver’s license or ID card
- Foreign country Current student identification or US Current student ID without picture
- Any primary identification that is expired for more than 90 days
- A photocopy or original signed Social Security card
- DD Form 214 Certificate of Release
- Medicaid or Medicare card
- Veterans Affairs card
- Medical insurance card
- Retail club card with picture (such as Costco or Sam’s)
- Credit card with name of applicant
- Signed federal tax return
- Foreign Passport accompanied by a Visa issued by the United States Department of State
- Foreign Passport in accordance with the United States Department of State, Visa Waiver Program
- Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545).
- Foreign birth certificate (must be notarized and translated into English)
- Private Company Employment Identification card
- Form I-94 accompanied by the applicant’s Visa or Passport
- Mexican voter registration card (unexpired)
- Current foreign identification with identifiable photo of applicant.

**3. Supporting Documents: (One (1) Secondary Acceptable ID and 2 (Two) Supporting Documents required)**

*Note: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.*

*Note: This list of items consists of other records or documents that aid in establishing the identity of the applicant. The following list is not all inclusive.*

- A recent utility bill (Must be current, show the same address and name of the requestor)
- Current pay stub (must show requestors name, company name and current address)
- Bank account statement (must be a current statement showing requestors name and address)
- Public assistance letter (must be current and show requestors name and address)
- Police report of stolen identification (must show requestors name, address and date filed)
- Official school transcript (must be certified by official seal)
- Voters registration card (must be current and show your current address and name of requestor)
- Automobile insurance card (must show requestors name and be current and valid)
- Automobile title (must show requestors name)
- Original home owners, current life or auto insurance policy
- Current hospital admission records, immunization records, medical bills
- Current lease agreement with name, address and signature
- Current tax return with name, address and signature
- Marriage license or divorce degree – original or certified copy
- Current official probation or parole documents