



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

Rev. Jan. 2017

**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.”

**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 01/20/2017

In order 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 Documents

**Primary Acceptable Identification: One (1) item**

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

1. US Government-issued drivers’s license and ID card
2. US Government employment badge/card or private company employment badge/card
3. United States Passport
4. Passports with advance parole designation stamp
5. 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
6. United States Department of State issued: Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or Visa
7. Offender Identification card issued by the Dept. of Criminal Justice correctional facility or institution. Prison Identification
8. Concealed Handgun License

**Secondary Acceptable Identification: Two (2) items**

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

1. Foreign country Government-issued driver’s license or ID card
2. Foreign country Current student identification or US Current student ID
3. Any primary identification that is expired.
4. Signed Social Security card, or Numident
5. DD Form 214 Certificate of Release
6. Medicaid or Medicare card
7. Veterans Affairs card
8. Medical insurance card
9. Honduras Identification card or El Salvadoran or Honduran Consular certification document
10. Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545).
11. Foreign birth certificate or current Foreign Passport
12. Private Company Employment Identification card
13. Form I-94 accompanied by the applicant’s Visa or Passport
14. Mexican voter registration card
15. Current foreign identification with identifiable photo of applicant.
16. Foreign Passport accompanied by a Visa issued by The United States Department of State
17. Foreign Passport in accordance with the United States Department of State, Visa Waiver Program

**Supporting Documents:One (1) from SecondaryAcceptable ID and 2 (Two) Supporting Documents**

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

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

1. A recent utility bill (Must be current, show the same address and name of the requestor)or cell phone bill or contact
2. Current pay stub (must show requestors name, company name and current address)
3. Bank account statement (must be a current statement showing requestors name and address)
4. Public assistance applications and letters (must be current and show requestors name and address)
5. Police report of stolen identification (must show requestors name, address and date filed)
6. Official school transcript (must be certified by official seal) or Library card
7. Voters registration card (must be current and show your current address and name of requestor)
8. Automobile insurance card (must show requestors name and be current and valid) or registration
9. Automobile title (must show requestors name)
10. Original home owners, current life or auto insurance policy
11. Current hospital admission records, immunization records, medical bills
12. Current lease agreement with name, address and signature
13. Current tax return with name/address/signature or tax records
14. Marriage license or divorce degree – original or certified copy
15. Current official probation or parole documents
16. Social Security Letter, Marriage license or Divorce decree
17. Promissory notes, Loan contracts or installment payment contract
18. Certified birth certificate from a state other than Texas, District of Columbia or other country
19. Court order or Property titles or liens
20. Fishing or hunting license
21. Religious records w/signature of religious official
22. Recent Rent receipt with address and name
23. Dept. Homeland Security Notices or correspondence