

ACCEPTABLE IDENTIFICATION

IC 16-37-1-8 Prerequisites to issuance of birth certificate; judicial review; missing child certificates

Sec. 8. (a) Except as provided in subsection (c), a local health officer shall provide a certification of birth, death, or stillbirth registration upon request by any person only if:

- (1) the health officer is satisfied that the applicant has a direct interest in the matter;
- (2) the health officer determines that the certificate is necessary for the determination of personal or property rights or for compliance with state or federal law; and
- (3) the applicant for a birth certificate presents at least one (1) form of identification.

However, the local health officer must issue a certificate of an applicant's own birth registration.

(b) A local health officer's decision whether or not to issue a certified copy of a birth certificate is subject to review by a court.

(c) A local health officer may not issue a copy of a birth certificate of a missing child to which a notice has been attached under IC 10-13-5-11 without the authorization of the Indiana clearinghouse for information on missing children. *As added by P.L.2-1993, SEC.20. Amended by P.L.2-2003, SEC.55.*

In accordance with Indiana Code, and due to continuing problems with issuing birth certificates, **an individual requesting certified copy of a birth record must provide at least one form of identification.** The Indiana Vital Records Association (IVRA) has established a list of acceptable identification and IVRA recommends the list be followed by each local health department for the issuance of birth records.

The IVRA I.D. Standardization Committee has established these guidelines for the protection of the individuals named on the records as well as the protection of the County Vital Records Registrar. Consistency in policy from county to county will eliminate many problems faced each day by Registrars/Clerks. **Due to increased identity theft and fraudulent use of legal documents, we must be diligent in our endeavors to protect the records we are responsible for issuing.**

PRIMARY DOCUMENTATION: ALL DOCUMENTS MUST BE CURRENT AND VALID

- Valid driver's license
- Military I.D.
- State I.D. card
- Valid Passport
- Department of Correction I.D., issued within past six months
- School I.D. with signature and photo
- Court Order (must order local health dept. to release record to person named on the record)

SECONDARY DOCUMENTATION:

In the event an individual has lost their primary identification due to theft, fire, etc., we will accept **two or more** of the following:

- Police report (if individual reports their I.D. has been stolen)
- Fire report (if individual reports their I.D. was destroyed in fire)
- Employment I.D. with signature, photo, date of employment or employer address
- Copies of signed employment application
- Bankcard with signature (not credit cards) or personal check with current information
- Voter registration card with signature
- Vehicle Registration with signature
- Previous year's tax return with signature and social security number
- Welfare, Food Stamp or WIC I.D. cards
- Probation documents or statement from Probation Officer on letterhead, including person's name and date of birth.
- Letter from BMV or Social Security Administration that shows individuals name and date of birth
- Certified Copy of marriage license application showing individuals name, date of birth, parents and signature.
- Signed leases or loan agreements
- Expired driver's license
- Club membership card with signature or photo
- Gun permit with signature

Other documents may be accepted at the discretion of the Registrar. At least one piece of I.D. should contain a signature. A person who has no form of I.D. should ask someone on the eligible persons list to obtain the record.