



City of Hidalgo  
 704 East Ramon Ayala Drive  
 Hidalgo, Texas 78557  
 (956) 843-2286



MAIL APPLICATION FOR BIRTH AND DEATH RECORD(S)

PLEASE PRINT INCLUDE A PHOTOCOPY OF YOUR VALID I.D. WHEN SENDING IN THE REQUEST

Make money orders payable to: City of Hidalgo. For any search of the files where a record is not found, the searching fee is not refundable or transferable.

Birth Certificates				Death Certificates			
Type	Cost X	# of Copies	Total	Type	Cost X	# of Copies	Total
Certified Copy Long Form <input type="checkbox"/>		23		Certified Copy (1 Copy)	21		
Plastic Pouch Protector <input type="checkbox"/>		1.25		Additional Copies	4		
Total (Money order payable to City of Hidalgo) \$				Total (Money order payable to City of Hidalgo) \$			

Identify Birth or Death Record Information (Part I)				
Full Name of Person on Record	First Name	Middle Name	Last Name	
Date of Birth/Death	Month	Day	Year	Sex
Place of Birth/Death	City or Town	County		State
Full Name of Parent 1	First Name	Middle Name	Maiden Name/Last Name	
Full Name of Parent 2	First Name	Middle Name	Maiden Name/Last Name	

Applicant Information (Part II)		
Applicant Name	Telephone #	Email Address
Full Mailing Address	Street Address	City, State Zip
Relationship to person listed above	Purpose for obtaining this record:	
<input type="checkbox"/> I authorize mailing to the address below. I have verified that the address below will receive my order.		
Name of Person Receiving Copies, if Different from Applicant		
Mailing Address for Copies, if Different from Applicant		
City	State	Zip

AFFIDAVIT OF PERSONAL KNOWLEDGE (MUST BE SIGNED IN PRESENCE OF A NOTARY PUBLIC) Part III		
State of _____	County of _____	Before me on this day appeared _____ (Applicant Name)
Now residing at _____ (Address)	(City)	(State)
who is related to the person named on Part I as _____ and who on oath disposes and says that the (Relationship)		
The applicant presented the following type and number of identification: _____		
Applicant Signature _____		
(Seal)	Sworn to and subscribed before me, this _____ day of _____, 20____ Signature of Notary Public and Notary ID Number _____ Typed or Printed Name _____ Commission Expires _____ Street Address _____ City, State, Zip _____	

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000 (HEALTH AND SAFETY CODE, CHAPTER 195. SEC. 195.003)

MAILTHIS APPLICATION, PAYMENT AND A VALID PHOTO I.D. TO:  
 City of Hidalgo Vital Statistics, 704 E. Ramon Ayala Drive, Hidalgo, Texas 78557

EACH APPLICANT MUST PRESENT A VALID PRIMARY FORM OF IDENTIFICATION  
QUALIFIED APPLICANT REQUIREMENT

**\*\*All documents proving qualified applicant must be copies from original documents\*\***

If you are the:

Parent: Picture I.D. - Must be listed on Record

Self: Picture I.D.

Son / Daughter : Your birth certificate

Grandparent: Your Son/Daughter's birth certificate

Spouse: Marriage License & Photo I.D.

Brother/Sister: Your Birth Certificate

Legal Guardian: Certified Court Order

Attorney: Certified document to verify legal interest

Identification Requirements - No Identification May be Expired More than 90 Days

Group A: Primary Acceptable Identification:

- Current Valid Driver's License;
- Federal or State Identification card
- Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
- Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
- Military Identification Card
- United States Passport;
- Concealed Handgun License, Pilot's License;
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - \* Employment Authorization Document (EAD);
  - \* Permanent Resident Card (Green Card);
  - \* Travel Documents;
  - \* (I) Re-entry Permit;
  - \* (II) Refugee Travel Permit; or
  - \* (III) Advance Parole
- \* SENTRY Card; or
- \* U.S. Citizenship Identification Card
- \* United States Department of State Issued:
  - 1.) Visa
  - 2.) Border Crossing Card (B1 for Business or Pleasure or B2 medical purposes)

Group B: Secondary Acceptable Identification:

Please provide two (2) of Group B I.D.'s

One document must contain the applicants name and signature and or an identification photo of the applicant.

- Current student identification (Must show current year);
- Any primary identification that is expired (no more than 90 days);
- Signed Social Security Card, or Numident;
- DD Form 214 Certificate of release;
- Medicaid Card; Medicare Card;
- Veteran's Affairs Card;
- Medical Insurance Card;
- 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)
- Private company employment Identification Card
- Form I-94 accompanied by the applicant's Visa or Passport
- Mexican Voter Registration Card; or
- Foreign identification with identifiable photo of applicant

Group C: Supporting Documents: Please provide one (1) from Group B 2 (two) from Group C. Note: One document must contain the applicants name and signature and/or 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. \*Current\* (documents may not be older than 60 days).

- \* Recent utility bill with current address (must be current, show the same address and name of the applicant)
- \* Recent paycheck stub (must show applicant's name, company name and current address)
- \* Public assistance application or letter (must be current and show applicant's name and address)
- \* Signed valid voter's registration card (must be current and show your current address and name of applicant)
- \* Police report of stole identification (must show applicant's name, address and date filed)
- \* Official school transcript (sealed, must be certified with official seal)
- \* Bank account statement (must be a current statement showing applicant's name and address)
- \* Social Security letter Numident (must show applicant's name and address)
- \* Marriage License or Divorce Decree (original or certified copy)
- \* Certified birth certificate from a state other than Texas, District of Columbia or other country)
- \* Automobile insurance card or contract (must show applicant's name and be current and valid)
- \* Automobile title or registration (must show applicant's name)
- \* Current lease agreement with name, address and signature
- \* Loan or installment payment contract; Promissory notes or loan contracts
- \* Court order (must show applicant's name)
- \* Property or Automobile title or liens (must show applicant's name and address)
- \* Fishing or Hunting license, Library Card; (must show applicant's name)
- \* Recent Medical Records and bills (must show applicant's name and address)
- \* Religious records with signature of
- \* Expired Secondary Document (no more than 90 days expired)
- \* Recent rent receipt (computer statement and landlord's and applicant's name and address)
- \* Federal, State or local tax records (current tax return with names, address and signature of applicant)
- \* Department of Homeland Security Notices or correspondence