

Jay County Health Department  
504 West Arch Street  
Portland, Indiana 47371  
(260) 726-8080  
Fax (260) 726-2220  
[jayvitalrecords@hotmail.com](mailto:jayvitalrecords@hotmail.com)

**HOW TO APPLY BY MAIL:** Please read all instructions before completing application and returning. All 4 items must be in order to issue the certified copy. Should you have any questions please call at the number listed above.

- 1.) **Complete Application.** Omissions could cause delay.
- 2.) **Send a copy of valid I.D.** Preferably a copy of your drivers license-which must be valid with correct name and address (if not, please send another means of valid I.D. - suggestions are listed below). Valid means not expired or out of date.
  - copy of state issued ID – with correct name and address
  - copy of employment ID – must have photo, name, and signature
  - copy of school or college ID – must be for current year, have photo, name, & signature
  - buyers club ID – must have photo, name, & signature
  - Passport
  - Military ID
  - For other forms of identification please contact the office at the number above.

**SOCIAL SECURITY CARDS ARE NOT ACCEPTED AS IDENTIFICATION**

- 3.) **Please make money order or personal check payable to the Jay County Health Department.**
- 4.) **Send stamped, self-addressed envelope,** for the return of birth/death certificate(s).
- 5.) Case Managers and/or Attorneys must provide professional and personal ID as well as Release of Information Form from client.

**THE CERTIFIED BIRTH/DEATH CERTIFICATE(S) WILL BE MAILED WITHIN 48 HOURS UPON RECEIPT PROVIDING THERE ARE NO OMISSIONS OR ERRORS.**

**TO EXPEDITE THIS REQUEST:**

Follow the above instructions, return by priority or overnight mail. Return envelopes of the same should be enclosed with the application and payment. **ALL OVERNIGHT OR EXPRESS CHARGES IS THE APPLICANTS RESPONSIBILITY.**

Jay County Health Department

504 West Arch Street

Portland, Indiana 47371

Office 260-726-8080

Fax 260-726-2220

**WARNING:** False application, altering, mutilating, or counterfeiting Indiana Birth Certificate is a criminal offense under IC 16-37-1-12.

**IDENTIFICATION IS REQUIRED** according to IC 16-37-1-7, (i.e., photocopy of driver's license, work identification card, etc.). **DO NOT SEND ORIGINALS IN THE MAIL.** Death records requests sent without proper identification will be sent back to the requester without processing. Please complete all items below as required pursuant to IC 16-37-1-10.

APPLICATION FOR SEARCH AND CERTIFIED COPY OF  
**CERTIFIED DEATH RECORD**  
PLEASE COMPLETE ALL ITEMS BELOW.

Today's Date: \_\_\_\_\_

Name of deceased: \_\_\_\_\_

\_\_\_\_\_

Date of Death: \_\_\_\_\_

Place of Death: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

Date of Birth of Deceased: (if know): \_\_\_\_\_

Name of Father: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_

Purpose for Which Record is Requested: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# of Copies \$8.00 each: \_\_\_\_\_

---

For Office Use Only: Book# \_\_\_\_\_ Page# \_\_\_\_\_ Date Issued \_\_\_\_\_  
Certificate # \_\_\_\_\_ Receipt# \_\_\_\_\_  
Driver License# \_\_\_\_\_

Attachment