

JAY COUNTY HEALTH DEPARTMENT  
Vital Records Division  
(260) 726-8080 Fax (260) 726-2220  
504 West Arch Street  
Portland, Indiana 47371  
[jayvitalrecords@hotmail.com](mailto:jayvitalrecords@hotmail.com)

**INSTRUCTION FOR GENEALOGY RESEARCH & NON-CERTIFIED PRINTOUT**

## **Our birth and death records do not start till 1882**

**GENEALOGY** is not a mandated public health service; however, we do provide this service through our office at a charge of **\$4.00 for each individual copy**. Upon receiving the fee we will complete the request as time allows but with-in two weeks. Upon completion of the request you will either receive a genealogy non-certified printout or a letter stating that we were unable to find the record that you were requesting.

### **FEES:**

Genealogy Research Fees.....\$4.00

(\$4.00 per research per name, for example; if you want a birth and death research for someone it will be a \$4.00 research fee for Birth and a \$4.00 search fee for Death for a total of \$8.00)

Upon completion of the research you will either receive a genealogy non-certified printout or a letter stating that we were unable to find the record that you were requesting.

### **RESEARCH PROCEDURE:**

1.) Complete Application. Omissions could cause delay.

2.) Send a copy of valid I.D.

- Copy of Driver's License with correct name and address
- Copy of state issued ID with correct name and address
- Copy of Passport with correct name
- Military ID with correct name
- For other forms of identification please contact the office at the number above.

3.) Please make money order or personal check payable to the Jay County Health Department. If paying with a personal check the driver's license number or Social Security number of person signing check has to be wrote on the check.

4.) Send **stamped, self-addressed envelope**, for the return of birth/death certificate(s).

Other Reference:

Jay County Public Library  
315 North Ship St.  
Portland, Indiana 47371  
260-726-7890  
[www.jaycpl.lib.in.us](http://www.jaycpl.lib.in.us)

Jay County Historical Society  
903 E. Main St.  
Portland, Indiana 47371  
260-726-7168  
[www.jaycountyhistory.org](http://www.jaycountyhistory.org)  
Email: [research@jaycountyhistory.org](mailto:research@jaycountyhistory.org)

Jay County Health Department  
504 West Arch Street  
Portland, Indiana 47371  
Office 260-726-8080 Fax 260-726-2220

**APPLICATION FOR *GENEALOGY* COPY**  
**OF BIRTH OR DEATH RECORD**

**Our birth and death records do not start till 1882**

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

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To be completed by individual making a request to obtain a copy of a vital record. According to Indiana Code 16-37-1-7 and 8 (**IDENTIFICATION IS REQUIRED**) the following information is required to obtain a copy of any vital record. Acceptable forms of I.D.: Driver's License, State Issued Identification, Military Identification or Passport. If you don't have one of these identifications then contact the Health Dept for other acceptable identifications.

**PLEASE COMPLETE ALL ITEMS BELOW**

1. Birth: \_\_\_\_\_ Death: \_\_\_\_\_ Today's Date: \_\_\_\_\_
2. Name of Requested: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
4. Date of Death: \_\_\_\_\_ Place of Death: \_\_\_\_\_
5. Father's Name: \_\_\_\_\_
6. Mother's Full Maiden Name: \_\_\_\_\_

Your Name (**PLEASE PRINT**): \_\_\_\_\_ Date: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR LOCAL OFFICE USE**

Book #: \_\_\_\_\_ Page #: \_\_\_\_\_ ID#: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Driver's License: \_\_\_ State ID: \_\_\_ Passport: \_\_\_

Receipt #: \_\_\_\_\_ Military ID: \_\_\_ Other: \_\_\_\_\_

Attachment: \_\_\_\_\_