

JAY COUNTY HEALTH DEPARTMENT
Vital Records Division
(260) 726-8080 Fax (260) 726-2220
504 West Arch Street
Portland, Indiana 47371
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.
- 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

Jay County Historical Society
903 E. Main St.
Portland, Indiana 47371
260-726-7168
www.jaycountyhistory.org
Email: 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

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: _____