



# Heather Henigan

COUNTY CLERK

HARRISON COUNTY, TEXAS



## VITAL RECORDS

### FEES & PAYMENT

- The fee for a birth certificate or birth verification letter is \$23.00 each.
- The fee for a death certificate or death verification letter is \$21.00 for the first copy, \$4.00 for each additional copy purchased in the same transaction.
- Please send a cashier's check or money order made payable to: Harrison County Clerk. Please do not send cash through the mail & personal checks are not accepted for either certificate.
- Payment by credit / debit card is accepted by phone when deputy clerk processes paperwork. Credit card fee applies.

### FORMS

All identification presented with applications must meet our [acceptable ID](#) requirements.

1. When requesting a copy of a birth or death record **in person**, the applicant must fill out the required information on the [Application for Birth or Death Record](#) and present a valid ID when presenting to Deputy Clerk. You are welcome to print and complete the application for faster service but we do provide them in the County Clerk's office.
2. When requesting a copy **by mail**, complete the [Mail Application for Birth or Death Record](#) (which must be signed and notarized), include a photocopy of your [acceptable ID](#), (State Issued I.D., Driver's License, Passport, etc.) along with your payment.
3. Who may I **authorize to pick up** a certificate? As long as you are a [person qualified to request certificate](#), you may authorize anyone to pick up the certificate on your behalf. You can mail this application to our office for us to process and make available for pick up or the authorized person can bring the completed [Application for Birth or Death Record Naming Authorized Representative](#), (which must be signed and notarized) along with a photocopy of your identification and present his/her identification to the clerk along with payment.

An application will be rejected if it is not completed properly. When an application is rejected, it is considered closed. You can submit a new application for processing. There should be no cross outs or white out on the application.

If we have the long form birth certificate on record we will send it to you **otherwise you will receive the short form** with the individual's name, date of birth, parent's name and county of birth. The short form is not guaranteed to be accepted for use in obtaining a passport.

**By default, all record requests are returned via USPS First Class mail at no cost.** We will require the expedited return envelope be provided to us if you require tracking through an overnight mail service, such as FEDEX or UPS. Please Note: Our office does not have a regular pick up for Expedited Return options.

## BIRTH RECORD FEE EXCEPTIONS

**Military Personnel with current deployment orders** – Texas Government Code 437.217. EXEMPTION FROM FEES FOR MILITARY PERSONNEL. A member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States secretary of defense is exempt from paying the following state or local governmental fees the member incurs because of the deployment to arrange the member's personal affairs: (1) fees for obtaining copies of: (A) a birth certificate. **MILITARY ID AND MILITARY ORDERS ARE REQUIRED.**

**Foster or Homeless child or youth** – Texas Health and Safety Code 191.0049. BIRTH RECORD ISSUED TO FOSTER CHILD OR YOUTH OR HOMELESS CHILD OR YOUTH. On request of a child or youth described by this section, the state registrar, a local registrar, or a county clerk shall issue, without fee or parental consent, a certified copy of the child's or youth's birth record to: (1) a homeless child or youth as defined by 42 U.S.C. Section 11434a; (2) a child in the managing conservatorship of the Department of Family and Protective Services; and (3) a young adult who: (A) is at least 18 years of age, but younger than 21 years of age; and (B) resides in a foster care placement, the cost of which is paid by the Department of Family and Protective Services. **DOCUMENTATION OF STATUS IS REQUIRED.**

### **SB 798: Victims of Family or Dating Violence**

The state registrar, a local registrar, or a county clerk shall issue, without fee, a certified copy of the birth record to a victim of family or dating violence and their children as defined by [Family Code §71.0021](#) or [Human Resources Code §51.002](#), who are currently fleeing a dangerous living situation.

To qualify for the waiver include the required supporting documentation listed below with your application:

[an attestation of family or dating violence status form \(PDF\)](#)

### **OBTAINING A BIRTH OR DEATH CERTIFICATE FROM ANOTHER OFFICE/MUNICIPALITY**

The Texas Department of State Health Services can provide long form birth certificates originating from any county in the State of Texas. Visit their site [HERE](#).