MARION COUNTY VITAL RECORDS
ACCEPTABLE VALID IDENTIFICATION

No expired or temporary will be accepted

1. Current driver’s license card (BMV temporary/paper not accepted)
2. Current State ID card (BMV temporary/paper not accepted)
3. Current Military ID card
5. Current Student ID card with current year on it (if no date on ID, provide current semester schedule/enrollment papers with dates with Student ID card)
6. Current Indiana Department of Correction (DOC) Release ID card within six months of release date (work release or probation or jail or non-Indiana prison/jail or non-Indiana corrections/rehabilitation ID not accepted)
7. Current foreign federal government issued ID card, such as Matricula Consular ID (must be MCPHD approved)

If your ID from the above Acceptable Valid ID list has been lost or stolen or not available for any reason, you may have a relative (see below list) apply for you to the walk-in office with his/her valid ID (from above list). Once the relationship has been verified, your birth certificate can then be issued. Relatives (or court orders) for obtaining birth certificate include the following:

PARENT(S) of person named on the record (if parent named on record).

GRANDPARENT(S) or Great-Grandparent(s) of person named on record. (Include a copy of your child’s and/or grandchild’s and/or great-grandchild’s birth certificate to prove relationship.)

SPOUSE of person named on the record. (Please include a copy of your marriage license or a copy of the birth certificate for your in-wedlock child to prove the relationship.)

LEGAL GUARDIAN of person named on the record. (Please include original legal guardianship papers with raised court seal.)

SIBLING (BROTHER OR SISTER with same parent(s) as applicant), 21 or over, of person named on the record. (Please include a copy of your own birth certificate to prove relationship, if not born in Marion County.)

ADULT CHILD or grandchild or great-grandchild, 21 or older, of the person named on the record. (Please include a copy of your own and/or your parent’s or grandparent’s birth certificate to prove the relationship if not born in Marion County.)

CHILD PROTECTIVE SERVICES REPRESENTATIVE with agency ID & original court placement document(s) with raised court seal. Note: MCPHD cannot issue to foster parent.

COURT ORDER to release record. You must bring original document(s) with raised court seal. Note: MCPHD cannot issue a birth record based on a Power of Attorney document.

Only the above are acceptable. Step parent, step brother/sister, aunt/uncle, cousin, etc. are not accepted. All relationships will be verified before records are issued.