



**Vital Statistics Department**  
**City of Pharr**  
**118 S. Cage Blvd, 4<sup>th</sup> Floor**  
**Pharr, Texas 78577**  
**(956)-402-4000 fax (956)-702-5313**  
[www.pharr-tx.gov](http://www.pharr-tx.gov)



**BIRTH AND DEATH APPLICATION / SOLICITUD PARA ACTA DE NACIMIENTO Y DEFUNCION**

- \$23.00 Certified Birth Certificate / Acta de Nacimiento Certificada
- \$23.00 Short form (Abstract) / Version Abreviada
- \$3.00 Plastic Pouch Protector/Protector de Plastico
- \$21.00 Certified Death Certificate / Acta de Defuncion Certificada
- \$4.00 Additional Death Certificates (copias extras solamente para actas de defuncion)

- (1) Full Name of Person on Record /Nombre Completo de la Persona en el Acta: \_\_\_\_\_
- (2) Date of Birth/Fecha de Nacimiento \_\_\_\_\_
- (2) Date of Death /Fecha de Fallecimiento \_\_\_\_\_ (Only for Death Certificates/Solo para Actas De Defuncion)
- (3) Place of Birth or Death / Lugar de Nacimiento / Fallecimiento \_\_\_\_\_
- (4) Father's Full Name/ Nombre Completo del Padre \_\_\_\_\_
- (5) Mother's Full Maiden Name / Nombre Completo/Appellido de Soltera de la Madre: \_\_\_\_\_
- (6) Reason for Request/ Razon para pedir el acta: \_\_\_\_\_
- (7) Your relationship to Person named on Certificate/Su relacion con la Persona nombrada en el acta: \_\_\_\_\_

**Applicant: Person Requesting Certificate / Solicitante: (La persona solicitando el acta)**

Name / Nombre: \_\_\_\_\_ Address/Domicilio \_\_\_\_\_

City/Cuidad: \_\_\_\_\_ State/Estado: \_\_\_\_\_ Zip Code/Codigo Postal: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature/Firma: \_\_\_\_\_ Date/Fecha MM/DD/YYYY \_\_\_\_/\_\_\_\_/\_\_\_\_

**Certificate reviewed by applicant / El Solicitante reviso el acta: Initials/Iniciales: \_\_\_\_\_**

**Payments made with a credit or debit card a surcharge of 2.50% per transaction will be charged / Pagos con tarjetas de credito / debito hay un cargo de 2.50% por transaccion**

**WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003. ADVERTENCIA: LA FALSIFICACIÓN DE LA INFORMACIÓN EN ESTE DOCUMENTO ES UN DELITO GRAVE. LA PENA POR HACER DECLARACIONES FALSAS A SABIENDAS EN ESTE FORMULARIO O POR FIRMAR UN FORMULARIO QUE CONTENGA DECLARACIONES FALSAS ES DE 2 A 10 AÑOS DE PRISIÓN Y UNA MULTA DE HASTA \$10,000 DÓLARES. (CÓDIGO DE SALUD Y SEGURIDAD, CAPÍTULO 195, SECCIÓN 195.003).**

**FOR OFFICE USE ONLY**

Certificate (s) # \_\_\_\_\_ void(s) \_\_\_\_\_  
 Issued By: \_\_\_\_\_ Date Mailed \_\_\_\_\_ If not issued, reason \_\_\_\_\_

## Qualified Applicant Requirements / Requisitos de Solicitante Calificado

- Self (Yo Mismo) Picture Government ID / Identificación válida con fotografía
- Parents (Padres:) Government ID and must be listed on record / Identificación válida con fotografía y su nombre en el registro
- Son / Daughter/Hijo (a) -Government ID and Your birth certificate / Identificación válida y su Acta de Nacimiento
- Grandparents (Abuelos) Government ID and Your Son or Daughter's birth certificate / Identificación válida y Certificado de Nacimiento de su hijo o hija
- Siblings/Hermanos (a)- Government ID and birth certificate / Identificación válida y su acta de Nacimiento
- Spouse: Government ID and Marriage license / Identificación válida y acta de matrimonio
- Legal Guardian/tutor legal - Government ID and Court Order / Identificación válida y Certificado Judicial
- Funeral Home or Attorney (Abogado) Government ID and Certified document to verify legal interest/ Identificación y documento certificado para verificar el interés legal de la familia

**(We do not accept Matricula Consular identification/ No aceptamos Matricula Consular)**

Full list of

## Acceptable Identification

**Vital Statistics accepts the following form(s) of identification:**

- Provide ONE (1) from GROUP A; OR
- If you do not have one from Group A, provide TWO (2) from GROUP B; OR
- If you do not have one from Group A or two from Group B, provide ONE (1) from GROUP B and TWO (2) from GROUP C.

### Group A – PRIMARY ACCEPTABLE ID

**Please provide ONE (1) from GROUP A:**

- Driver's license
- Federal or state ID
- Military ID
- U.S. passport
- License to Carry a Handgun
- Pilot's license
- Law enforcement employment ID (federal, state, or city)
- Offender ID issued by the Texas Dept. of Criminal Justice or an ID from a federal or U.S. state correctional facility or institution
- Dept. of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - Employment Authorization Document (EAD)
  - Permanent Resident Card (Green Card)
  - Travel Documents:
    - Re-entry permit
    - Refugee travel document
    - Advance parole

*Group A, continued.*

- SENTRI card
- U.S. citizen ID
- U.S. Dept. of State issued:
  - Border Crossing Card (BCC) - B1 for business or pleasure or B2 medical purposes
  - Visa

### Group B – SECONDARY ID

**If you do not have one from Group A, please provide TWO (2) from GROUP B:**

- Current student ID
- Any Primary Acceptable ID from Group A that is expired
- Signed Social Security card or Numident
- DD Form 214 Certificate of Release
- Medicaid or Medicare card
- Veterans Affairs card
- Medical insurance card
- Foreign passport accompanied by a visa issued by the U.S. Dept. of State
- Foreign passport in accordance with the U.S. Dept. of State, Visa Waiver Program
- Certified birth certificate from the U.S. Dept. of State (FS-240, DS-1350, or FS-545)
- Private company employment ID
- Form I-94 - accompanied by the applicant's visa or passport
- Mexican voter registration card
- Foreign ID with identifiable photo of applicant (including El Salvador consular certification, El Salvadoran Unique Identity Card [DUI], and Honduran consular certification)

*continued...*

### Group C – SUPPORTING DOCUMENTS

**If you do not have one from Group A or two from Group B, provide ONE (1) from GROUP B and TWO (2) from GROUP C:**

- Recent utility bill or cell phone bill with current address
- Recent paycheck stub
- Any Secondary Acceptable ID from Group B that is expired
- Public assistance applications or letters
- Signed valid voter's registration card
- Police report of stolen identification
- Official school transcript
- Bank account statement
- Social Security letter
- Marriage license or divorce decree
- Certified birth certificate from a state other than Texas, District of Columbia, or other country
- Automobile insurance card or contract
- Lease agreement
- Loan or installment payment contract
- Promissory note or loan contract
- Court order
- Property title or lien
- Automobile title or registration
- Library card
- Fishing or hunting license
- Recent medical record or bill
- Religious record w/signature of officiant
- Recent rent receipt w/address and name
- Federal, state, or local tax records
- U.S. Dept. of Homeland Security notice or correspondence