



**City of Pharr Vital Statistics**  
**118 S. Cage Blvd / P.O. Box 1729**  
**Pharr, Texas 78577**

**Phone (956) 402-4000 [www.pharr-tx.gov](http://www.pharr-tx.gov)**

Office Use Only
Cert# _____
By: _____
Date Mailed: _____

**APPLICATION FOR BIRTH AND DEATH RECORDS (MAIL ONLY)**

Birth Certificates				Death Certificates			
Type	Cost	# of copies	Total	Type	Cost	# of copies	Total
Certified Copy Long Form <input type="checkbox"/>	\$23.00			Certified Copy (1copy)	\$21.00	1	\$21.00
Plastic Pouch Protector <input type="checkbox"/>	\$3.00			Additional Copies	\$4.00		
<b>Total (Money order payable to City of Pharr)</b>				<b>Total (Money Order payable to City of Pharr)</b>			

**IDENTIFY BIRTH OR DEATH RECORD INFORMATION (PART I)**

Full Name of Person on Record	First Name	Middle Name	Last Name
Date of Birth/ Death	Month	Day	Year
Place of Birth/Death	(Only) Pharr	County Hidalgo	State Texas
Full Name of Parent 1	First Name	Middle Name	Last Name
Full Name of Parent 2	First Name	Middle Name	Last Name

**Applicant Information (Part II)**

Applicant Name	Telephone #	Email Address
Full Mailing Address	Street Address	City State Zip
Relation to person listed above	Purpose for obtaining this record	
<input type="checkbox"/> I authorized mailing to the address below, I have verified that the address below will receive my order.		
Name of Person Receiving Copies, if Different from Applicant		
Mailing Address for Copies, If Different from Applicant		
City	State	Zip

**AFFIDAVIT OF PERSONAL KNOWLEDGE (MUST BE SIGNED IN PRESENCE OF A NOTARY PUBLIC (Part III))**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ Before me on this day appeared \_\_\_\_\_  
 (Applicant's Name)

Now residing at \_\_\_\_\_  
 (Address) (City) (State)

Who is related to the person named on Part I as \_\_\_\_\_ and who on oath deposes and says that the contents of this affidavit are true and correct.  
 (Relationship)

The Applicant presented the following type and number of identification \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_ day of \_\_\_\_, 20\_\_.

Signature of Notary Public and Notary ID Number \_\_\_\_\_

(Seal) Typed or Printed Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

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

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

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.  
 REV. 08/2023

**PLEASE INCLUDE PHOTOCOPY OF YOUR IDENTIFICATION ALONG WITH A MONEY ORDER PAYABLE TO:**  
**City of Pharr Vital Statistics**  
**118 S. Cage Blvd / P.O. Box 1729, Pharr, Texas 78577**

EACH APPLICANT MUST PRESENT A VALID PRIMARY FORM OF IDENTIFICATION

QUALIFIED APPLICANT REQUIREMENTS

**\*All documents proving qualified applicant must be copies from original documents\***

If you are the:

Parent: Picture ID - Must be listed on record  
Self: Picture ID  
Son/Daughter: Your birth certificate  
Grandparent: Your son/daughter's birth certificate

Spouse: Marriage License  
Brother/Sister: Your birth certificate  
Legal Guardian: Certified court order  
Attorney: Certified document to verify legal interest

Identification Requirements – No Identification May Be Expired More than 90 Days

**GROUP A: Primary Acceptable Identification:**

- Current Valid Driver's License;
- Federal or State Identification card
- Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
- Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
- Military Identification card;
- United States Passport
- Concealed Handgun License; Pilot's License
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - \*Employment Authorization Document (EAD);
  - \*Permanent Resident Card (green card);
  - \*Travel Documents:
    - (-a-) Re-entry Permit;
    - (-b-) Refugee Travel Permit; or
    - (-c-) Advance Parole.
- \*SENTRI Card; or
- \*U.S. Citizen Identification Card
- United States Department of State issued:
  - \* Visa
  - \*Border Crossing Card (B1 for business or pleasure or B2 medical purposes)

**GROUP B: Secondary Acceptable Identifications:**

- Please provide **two (2)** of **Group B ID's**  
One document must contain the applicants name and signature and or an identifiable photo of the applicant
- Current student identification (must show current year);
  - Any Primary Identification that is expired (not more than 90 days);
  - Signed Social Security card, or Numident;
  - DD Form 214 Certificate of Release;
  - Medicaid card; Medicare card;
  - Veterans Affairs card;
  - Medical insurance card;
  - Foreign Passport accompanied by a Visa issued by the United States Department of State;
  - Foreign Passport in accordance with the United States Department of State, Visa Waiver Program
  - Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545);
  - Private Company Employment Identification card
  - Form I-94 - accompanied by the applicant's Visa or Passport;
  - Mexican voter registration card; or
  - Foreign Identification with identifiable photo of applicant

**GROUP C: Supporting Documents:** Please provide one (1) from Group B and 2 (Two) from Group C. Note: One document must contain the applicants name and signature and/or an identifiable photo of the applicant. Note: This list of items consists of other records or documents that aid in establishing the identity of the applicant. \*Current\* (documents may not be older than 60 days)

- Recent utility bill with current address (must be current, show the same address and name of the applicant)
- Recent Paycheck stub (must show applicant's name, company name and current address)
- Public assistance applications or letter (must be current and show applicant's name and address)
- Signed valid voter's registration card (must be current and show your current address and name of applicant)
- Police report of stolen identification (must show applicant's name, address and date filed)
- Official school transcript (sealed - must be certified with official seal)
- Bank account statement (must be a current statement showing applicant's name and address)
- Social Security Letter (must show applicant's name and address)
- Marriage License or Divorce Decree (original or certified copy)
- Certified birth certificate from a state other than Texas, District of Columbia or other country
- Automobile insurance card or contract (must show applicant's name and be current and valid)
- Automobile title or registration (must show applicant's name)
- Current lease agreement with name, address and signature
- Loan or installment payment contract; Promissory notes or loan contracts
- Court Order (must show applicant's name)
- Property or Automobile titles or liens (must show applicant's name and address)
- Fishing or Hunting License; Library Card (must show applicant's name)
- Recent Medical Records and bills (must show applicant's name and address)
- Religious records with signature of religious official
- Expired Secondary Document (no more than 90 days expired)
- Recent Rent receipt (computer statement with landlord's and applicant's name and address)
- Recent cell phone bill or contract (must show applicant's name and address)
- Federal, state or local tax records (current tax return with name, address and signature of applicant)
- Dept. of Homeland Security Notices or correspondence