

Rule §181.28 - Instructions and Requirements for Issuance of Certified Copies of Vital Records by the State Registrar, Local Registrar, or County Clerk

(a) Birth certificates.

- (1) The State Registrar, Local Registrar, or county clerk shall issue only two types of certified copies:
 - (A) a full reproduction of the legal portion of the original record as filed in their office with any addendum(s); or
 - (B) an abstract of birth facts, taken from the original record. Probate records and delayed records may not be abstracted. An abstract shall be issued in one of three styles:
 - (i) a standard certified abstract;
 - (ii) an electronic or computer generated certified abstract prepared in accordance with Health and Safety Code, §192.005 or §192.011, or when the condition of the original record does not permit full reproduction; or
 - (iii) an heirloom style certified abstract which may only be issued by the State Registrar.
- (2) Each certified copy of a record, or abstract of birth facts, shall be issued over the signature or facsimile thereof of the officer to whom the record is entrusted, and shall bear the seal of their office, and a statement of certification:
 - (A) either as a part of the custodian's files; or
 - (B) as authorized to be issued from the State Registrar's file.
- (3) All certified copies of birth records shall include the following information, if known:
 - (A) state or local file number;
 - (B) given name(s);
 - (C) surname;
 - (D) date of birth;
 - (E) state, and city or county of birth;
 - (F) sex;
 - (G) father's name;
 - (H) mother's maiden name;
 - (I) date of filing;
 - (J) date certified copy issued;
 - (K) certification statement;
 - (L) signature or facsimile signature of the custodian; and
 - (M) the seal of their office.

(b) Death certificates.

- (1) The State Registrar, Local Registrar, or county clerk shall issue only two types of certified copies:
 - (A) a full reproduction of the original record and any addenda as filed in their office; or
 - (B) a certified abstract of death facts, taken from the original record.
- (2) All certified copies of death records shall include:
 - (A) state or local file number;
 - (B) given name(s);
 - (C) surname;
 - (D) date of death;
 - (E) date of birth;
 - (F) state, city or county of death;
 - (G) sex;
 - (H) date of filing;
 - (I) date certified copy issued;
 - (J) certification statement;
 - (K) signature or facsimile signature of the custodian; and
 - (L) the seal of their office.