

# **INSTRUCTIONS FOR ORDERING A BIRTH OR DEATH CERTIFICATE BY MAIL**

**Please print clearly.** Include a photocopy of your valid Photo Identification and the required notarized Sworn Statement when submitting your request for a certified copy of a Birth or Death record.

## **FEES**

Birth Certificate: \$23.00 per certified copy

Death Certificate: \$21.00 for the first certified copy; \$4.00 for each additional copy (death certificates only)

**Make business checks or money orders payable to El Paso County Clerk. Personal checks are not accepted.** If the requested record is not found, your payment will be returned to the mailing address provided.

## **MAILING ADDRESS:**

El Paso County Clerk  
Attn: Vital Records Department  
500 E. San Antonio Ave., Suite 105  
El Paso, TX 79901

For additional information, please call **915-273-3532**.

## **IMPORTANT REQUIREMENTS**

1. All forms must be completed in their entirety and signed with original signatures where required. The Proof of Identification affidavit must be notarized.
2. You must submit both the completed application and the notarized Sworn Statement, along with acceptable identification. Applications missing required documents will be returned unprocessed.
3. Proof of Identification is required for all applications.

## **ACCEPTABLE FORMS OF IDENTIFICATION**

TAC 181.28 (i)(10)(C)