



DELIA BRIONES COUNTY CLERK

500 E. San Antonio Suite 105
El Paso, Texas 79901
(915) 546-2071
Fax (915) 546-2012

BIRTH AND DEATH RECORDS QUALIFIED APPLICANT REFERENCE GUIDE

All documents proving an individual is a qualified applicant must be original documents; copies are not accepted. To establish proof of eligibility, additional documents may be provided, as per the Texas Administrative Code 181.28. For a detailed list of acceptable identifications, please refer to *The County Clerk's Birth and Death ID Requirements*.

1. Self-Request

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Applicant must be over the age of 18

2. Parents

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Parent's name(s) must be listed on the birth certificate

3. Siblings

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Applicant must be over the age of 18

4. Grandmother/Grandfather

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Must provide specific relationship to the grandchild
- c) Related parent must be listed on requested birth certificate

5. Spouse

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Must be legally married

6. Son or Daughter of birth/death record

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Relation to mother or father must be identified on birth record

7. Legal Guardian/Custodian

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) Certified copy of a court order establishing guardianship/relationship/custody\

8. Attorney

- a) 1 Primary ID, *or* 2 Secondary ID's, *or* 1 ID from Group B and 2 ID's from Group C
- b) An original Letter on Letterhead from Attorney's Office specifying tangible interest towards the record and list an on-going legal case number.