

# SHELBY COUNTY OFFICE OF VITAL RECORDS

814 JEFFERSON AVE. ROOM 101 MEMPHIS, TN 38105

PH#901-222-9693 Fax#901-222-9695

Walk-in hours are 8am-4:00pm Monday through Friday

IF PAYING BY MONEY ORDERS PLEASE MAKE IT OUT TO: VITAL RECORDS/SCHD

DATE OF BIRTH: \_\_\_\_\_ SEX: MALE OR FEMALE

(ORIGINAL)NAME ON CERTIFICATE: \_\_\_\_\_

FIRST

MIDDLE

LAST

(NEW) NAME ON CERTIFICATE: \_\_\_\_\_

(ONLY IF CHANGED WAS NOT BY MARRIAGE)

FIRST

MIDDLE

LAST

PLACE OF BIRTH: \_\_\_\_\_

CITY

COUNTY

STATE

NAME OF MOTHER: \_\_\_\_\_

FIRST

MIDDLE

LAST NAME (MAIDEN)

NAME OF FATHER: \_\_\_\_\_

(NOT MANDATORY IF NONE LISTED)

FIRST

LAST

# \_\_\_\_\_ CERTIFIED SHORT FORM(S) \$15.00

\* Issued for Tennessee births 1949 until present

Births before 1949 are not available.

1976 to present will have parents names listed on them.

# \_\_\_\_\_ CERTIFIED LONG FORM(S) \$15.00

\* ONLY FOR SHELBY COUNTY BIRTHS 1950 to present.

**All Additional copies are \$15.00 each**

YOUR CURRENT ADDRESS: \_\_\_\_\_

STREET

CITY AND STATE

ZIP

YOUR RELATIONSHIP TO APPLICANT: \_\_\_\_\_ TELEPHONE NUMBER: ( ) \_\_\_\_\_ --- \_\_\_\_\_

PLEASE SIGN HERE: \_\_\_\_\_

*By signing this I understand and acknowledge that I can't and won't receive a refund or exchange for a completed transaction by the Shelby County Vital Records office.*

Identification Requirements (Photocopies Acceptable)

If the application is signed and notarized, no additional identification documents are required.

If the actual mother's copy of a birth certificate for the current year and previous two years is submitted as the application and the response is being mailed to a parent, no additional identification documents are required.

Current driver's license

Current passport

Military I.D. card

County and Federal ID

Certificate of Citizenship or Citizenship I.D. card

Current pay stub or W2

Vehicle registration with name and current address

Voter Registration card

Military Discharge (DD214)

Utility Bill, Bank Statement or deposit slip with name and current address

Health care coverage card

Application page of an insurance policy

Signed Social Security Card

For those person who have had their I.D. stolen, a copy a police report or other official documents which support the theft.