

# **Birth Certificates, Birth Cards, & Death Certificates**

Available in the Personal Documents Department, on the Ground floor of the

St. Tammany Parish Justice Center or the Slidell Annex Office

8:30 a.m. - 4:30 p.m., Monday - Friday

(985) 809-8745 (Covington) (985) 643-6969 (Slidell)

*Note: Individuals born before 1983, who have not purchased a copy of their birth record within the last 10 years, are encouraged to arrive prior to 4:00 p.m. to allow time for Louisiana Vital Records to update the record.*

<b>Payments accepted in Cash or Credit/Debit Card</b>	<b>FEE</b>
<b>Birth Certificate</b> (Certified Copy) May be obtained for individuals born in Louisiana.	<b>\$ 34</b>
<b>Birth Card &amp; Birth Certificate</b> (Certified Copy) Birth Cards (3"x4") stating the person's name, date and parish of birth, sex, mother's maiden name, father's name listed, birth record file date, & Vital Records birth number, may be obtained for individuals born in Louisiana. <i>Birth Cards may only be purchased at the same time as a Birth Certificate</i>	<b>\$ 48</b>
<b>Death Certificate</b> (Certified Copy) Death Certificates registered in Louisiana from July 9, 2012 to present are usually available within 90 days of death. For Death Certificates registered before July 9, 2012 please contact Vital Records in New Orleans (504) 593-5100.	<b>\$ 26</b>

## **REQUIREMENTS FOR APPLICANTS**

- The following individuals may apply for Birth Certificates, Birth Cards, and Death Certificates for individuals born or who died in Louisiana: Mother, Father, Sibling, Child, Grandparent, Grandchild, Current Legal Spouse, Custodian with certified Custodial document (*Notarized custody papers or provisional custody by mandate are not acceptable*). An individual named as a beneficiary on a deceased person's insurance policy is eligible to apply for a copy of the deceased person's Death Certificate. Applicant must present the original beneficiary letter from the insurance company, clearly naming the deceased and the beneficiary.
- Identification (Valid U.S. State issued identification or U.S. State issued Driver's License or Passport or U.S. Military identification. High School students may present a current school yearbook or current official school identification card with photo.)
- The application for a Certified Copy of a Birth or Death Certificate must be filled out and signed by the applicant **in the presence of the Deputy Clerk of Court**. This form is available at the Clerk of Court's office.

If the Clerk of Court's search of the Vital Records database does not find a match for the registrant, the Clerk of Court is required to refer the applicant to the Office of Vital Records in New Orleans (504) 593-5100.