



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. In order to establish Proof of Eligibility, Secondary ID's and Supporting Documents may be provided, as per the Texas Administrative Code 181.28. Please refer to County Clerk Birth and Death Identification Requirements for a detailed list of acceptable identifications.

1. Self-Request

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C

2. Parents

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Parent's name(s) must be listed on the birth certificate

3. Siblings

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C

4. Grandmother/Grandfather

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Must provide specific relationship to the grandchild
- c) Related parent must be listed on requested birth certificate

5. Spouse

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Must be legally married

6. Son or Daughter of birth/death record

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Relation to mother or father must be identified on birth record

7. Legal Guardian/Custodian

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Certified copy of a court order establishing guardianship/relationship/custody

8. Attorney

- a) Acceptable form of Primary ID, OR 2 Acceptable Secondary forms of ID, OR 1 ID from Group B and 2 IDs from Group C
- b) Letter on Letterhead from Attorney's Office specifying tangible interest towards the record and list an on-going legal case number.