

**OFFICE USE ONLY**  CHECK  MONEY ORDER

REMITTANCE NO. \_\_\_\_\_ CERT. # \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## APPLICATION FOR COURT-ORDERED OPEN SEALED FILE

PLEASE PRINT CLEARLY.

**INCLUDE CERTIFIED COURT ORDER WITH THIS APPLICATION (FROM THE COURT THAT ORDERED THE RECORD SEALED). \*Petition is not a certified court order**

- **If adoption, please provide court order to open sealed file from the court that granted the adoption.**
  - **If court is unknown, then complete the Identity of Court Application**
- **If paternity, please provide court order to open sealed file from any district court in Texas.**

**INCLUDE A COPY OF YOUR (APPLICANT) VALID ID WHEN SENDING IN THE REQUEST. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED.**

### Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name):			
Street Address:	City:	State:	Zip Code:
Email Address:		Daytime Phone Number:	
<input type="checkbox"/> <b>I authorize mailing to the address below instead of my mailing address listed above.</b>			
Name:			
Address to Send to if different than noted above:		City:	State: Zip Code:

### Step 2: INFORMATION FOR PERSON NAMED ON RECORD (Must be completed to Identify Record Requested)

\*For adoptions, provide information as listed on the current adoption birth record

FULL NAME OF PERSON ON CURRENT RECORD:	First Name	Middle Name	Last Name
DATE OF BIRTH:	Month	Day	Year SEX:
PLACE OF BIRTH:	City or Town		County State
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

### Step 3: COST & FEES (NOT REFUNDABLE, if Record Not found)

Select Record Type:	Qty	Price/each	Total
<input type="checkbox"/> Court-Ordered Open Sealed File	1	x \$10.00	\$10.00
For urgent requests, orders may be <b>EXPEDITED</b> by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS to our physical address: <b>DSHS - VSS MC 2096, 1100 W. 49th St., Austin, TX 78756</b> and paying the below expedited processing fee.			
Expedited Processing (estimated 20-25 business)			\$5.00
All orders are returned free of charge by USPS regular mail. For expedited return mail service, select <b>one</b> of the overnight return shipping methods below.			
Overnight Return Mail (for shipping within USA)			\$16.00
USPS Express Return Mail (for shipping to PO Box ONLY)			\$22.95
<b>Total Due:</b>			<b>\$</b>

Make check or money order payable to **DSHS - Vital Statistics**.

Mail completed form, payment and valid ID to: **DSHS -VSS, P.O. Box 12040, Austin, TX 78711-2040**. Regular orders are processed and mailed 6 - 8 weeks after receipt of the request.

**The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity.** Visit our website for a current list of acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).

**WARNING:** IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

**READ & SIGN (Applications without signatures or attached valid ID will NOT be accepted for processing)**

Signature of Applicant \_\_\_\_\_ Date Signed (MM/DD/YYYY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_