

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"/> I authorize mailing to the address below instead of my mailing address listed above.			
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 EXPEDITED by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS to our physical address: DSHS – VSS MC 2096, 1100 W. 49th St., Austin, TX 78756 and paying the below expedited processing fee.			
Expedited Processing (estimated 4 weeks)			\$25.00
All orders are returned free of charge by USPS regular mail. For expedited return mail service, select one 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
Total Due:			\$

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 (<https://www.dshs.texas.gov/vital-statistics/acceptable-identification-id>) and Spanish (<https://www.dshs.texas.gov/es/vital-statistics/acceptable-identification-id>).

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) _____/_____/_____