



Galveston County Clerk's Office

Rules for Acquiring a DELAYED BIRTH or DELAYED DEATH CERTIFICATE

Only a qualified applicant may obtain a copy of a delayed birth or delayed death certificate.

Qualified Applicant:

- The parent, child, brother, sister, grandparent, step-parent, step-sibling, legal guardian, or managing conservator.
- Must provide the following information and show proper identification, (a copy of the applicant's valid driver license or other valid picture identification)

Birth Certificate

Full name on birth certificate
Date and place of birth
Father's full name
Mother's full maiden name
Name, address and phone number of requestor
Relationship to person on birth certificate

\$22.00 per Certified Copy

Death Certificate

Full name on death record
Date and place of death
Father's full name
Mother's full maiden name
Name, address and phone number of requestor
Relationship to person on death certificate

\$20.00 for First Copy
\$4.00 for Each Additional Copies

Certified by Mail

To obtain a birth or death certificate by mail, complete the application form or send a letter including all the listed information and a copy of the applicant's valid driver license or other valid picture identification along with a check or money order to:

DWIGHT D. SULLIVAN, GALVESTON COUNTY CLERK

Please provide a legible return address and daytime telephone number (if available).

Address: Galveston County Justice Center
County Clerk's Office
600 59th Street, Suite 2001
P.O. Box 17253
Galveston TX 77552-7253
Mon-Fri 8:00am – 5:00pm