



INFORMATION FOR OBTAINING A DEATH RECORD

Dear Applicant,

As always, the City of Edinburg wants to ensure your safety and the safety of all city staff, the City of Edinburg Vital Statistics staff will be accepting and processing Mail Requests. The City is currently issuing Death Certificates for Edinburg only.

ALL REQUIREMENTS TO OBTAIN A DEATH CERTIFICATE STILL APPLY.

When submitting the application, you must include a photocopy of your valid identification issued by a governmental entity or acceptable form(s) of identification as supporting documents. For a complete list of acceptable forms of identification see attached or go to <https://www.dshs.texas.gov/vs/requirements.aspx> or contact the City of Edinburg-Vitals Statistics at 956.388.1851

*Applications for death certificates **CANNOT** be processed without a photo ID or alternate IDs, and the signature of the applicant. If a valid photo ID or alternate IDs and the signature are **NOT** received, the application **WILL NOT BE** processed.*

MAIL-IN CUSTOMER CHECK LIST:

- [] Complete both sections of the City of Edinburg application. *Please write clearly.*
- [] On application, write the number of records being requested in the Applicant Information portion. *Please write clearly.*
- [] Enclose a copy of a current valid identification and/or supporting documents.
DO NOT SEND ORIGINAL IDENTIFICATION AND/OR SUPPORTING DOCUMENTS
- [] Enclose \$21.00 fee for each record plus a \$4.00 fee any additional records being requested. There is a \$2.00 fee for a Vinyl Cover. *One vinyl cover for each death record requested.* Make Money Orders payable to: **CITY OF EDINBURG**
NO PERSONAL CHECKS OR CASH

MAIL YOUR APPLICATION WITH COPY OF ID AND/OR SUPPORTING DOCUMENTS TO:

City of Edinburg, Attn: Vital Statistics, P.O. Box 1079, Edinburg, TX 78540

For information go to:

https://cityofedinburg.com/departments/city_secretary/birth_and_death_records.php or contact City of Edinburg-Vitals Statistics at 956.388.1851

*Thank you,
City of Edinburg
Vital Statistics*



Confidentiality/Public Disclosure

City of Edinburg is subject to public disclosure as follows:

1. A birth record is public information and available to the public on and after the 75th anniversary of the date of birth as shown on the record filed with VSS or Local Registration official;
2. A death record is public information and available to the public on and after the 25th anniversary of the date of death as shown on the record filed with VSS or Local Registration official.

[GS§552.115 (a-1, 2)]

The Texas Department of State Health Services has the authority to control accessibility to birth and death certificates and has adopted rules defining who may be qualified to obtain certified copies. Please see the next section on “Properly Qualified Applicant” for specific information.

[HSC §191.051] [25 TAC§181.1(22) (17)]

(See the chapter on issuance for more information on qualified applicants.)

Warning: A person commits an offense if the person knowingly violates Section 192.002 (b), knowingly induces or causes another to violate that section, or knowingly fails to comply with a rule adopted under that section. An offense under this section is a Class A misdemeanor. [HSC §195.003]

Vital Statistics Qualified Applicant/Relationship

A properly qualified/registrant will need to establish their relationship to the vital document.

Properly qualified applicant and Registrant are defined as:

(21) Properly qualified applicant (qualified applicant) --The registrant, or immediate family member either by blood, marriage or adoption, his or her guardian, or his or her legal agent or representative.

Local, state and federal law enforcement or governmental agencies and other persons may be designated as properly qualified applicants by demonstrating a direct and tangible interest in the record when the information in the record is necessary to implement a statutory provision or to protect a personal legal property right.

A properly qualified applicant may also be a person who has submitted an application for a request to release personal information and has been approved as outlined in §181.11 of this title (relating to Requests for Personal Data).

(22) Registrant--The individual named on the certificate of birth, death, or fetal death

[25 TAC§181.1(21-22)]

Qualified Applicant/Qualification Requirements

A qualified immediate family member is a qualified applicant to receive a certified copy. Immediate family member (by blood or marriage) is defined as:

Qualified Applicant	Qualification Requirements
Funeral Director / Employee	Valid Photo ID Employee badge
Husband	<i>(when listed on the record)</i> Valid Photo ID Original Marriage License (Copy front and back)
Wife	<i>(when listed on the record)</i> Valid Photo ID Original Marriage License (Copy front and back)
Son / Daughter	Valid Photo ID plus Original Birth Record Original Birth Certificate (Copy)
Mother / Father	Valid State ID or Driver's License Must be listed on record; if not listed, provide an Original Court Order stating relationship
Sister / Brother	Valid State ID or Driver's License Self-Original Birth Certificate
Legal Guardian/ Legal Representative	Valid State ID or Driver's License Original Court Order stating relationship

Note: Applicants who are not immediate family members must provide legal documentation (such as an insurance policy listing the applicant as the beneficiary) that documents a direct tangible interest in the death certificate.



City Secretary Department - Vital Statistics
 415 W. University Drive
 P.O. Box 1079
 Edinburg, Texas 78539
 O: 956.388.1852 F: 956.388.8986

Elizabeth Rodriguez - Deputy Registrar
Susie Carrillo - Administrative Specialist
Abigail Espinoza - Administrative Specialist

Application # _____

Revised: November 01, 2023

TEXAS BOARD OF HEALTH: TEXAS ADM. CODE 181.11: PROPERLY QUALIFIED APPLICANT:
 THE REGISTRANT OR IMMEDIATE FAMILY MEMBER EITHER BY BLOOD, MARRIAGE OR ADOPTION; HIS OR HER GUARDIAN, OR HIS OR HER LEGAL AGENT OR REPRESENTATIVE [25 TACS181.1(22)]

BIRTH / DEATH RECORD INFORMATION

FULL NAME OF PERSON ON RECORD: _____

DATE OF BIRTH: _____ / _____ / _____
MONTH DAY YEAR

DATE OF DEATH: _____ / _____ / _____
MONTH DAY YEAR

CITY OF BIRTH: _____

CITY OF DEATH: _____

FULL NAME OF MOTHER or FATHER #1: _____

FULL NAME OF MOTHER or FATHER #2: _____

REASON / PURPOSE FOR OBTAINING THIS CERTIFICATE: (Specify): _____

APPLICANT INFORMATION

YOUR RELATIONSHIP TO PERSON ON CERTIFICATE: (Please Circle) SELF PARENT SIBLING OTHER: _____

FULL NAME: _____
 (Write Clearly)

PHYSICAL ADDRESS: _____
 (Write Clearly)

CITY: _____

STATE: _____ ZIP CODE: _____

TELEPHONE #: (____) _____

WARNING: THE PENALTY FOR KNOWING MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2 - 10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. A PERSON COMMITS AN OFFENSE IF THE PERSON INTENTIONALLY OR KNOWING MAKE A FALSE STATEMENT OF DIRECTS ANOTHER PERSON TO MAKE A FALSE STATEMENT IN AN APPLICATION FOR A CERTIFIED COPY OF VITAL RECORDS. {HSC5.003}

DISCLOSURE: I UNDERSTAND THAT SHOULD THE CERTIFICATE NOT BE ACCESSIBLE; FILED IN THE CITY'S / STATE'S RECORDS, OR IF INSUFFICIENT DOCUMENTATION IS PROVIDED FOR PROCESSING, BUT A SEARCH IS DONE FOR THE RECORD, THE SEARCH FEE WILL NOT BE REFUNDED.

SIGNATURE: _____

DATE: _____

INITIALS REQUIRED AFTER CERTIFICATE IS REVIEWED x

FOR OFFICE USE ONLY

DEATH CERTIFICATES:
(EDINBURG DEATH ONLY)

____ DEATH CERTIFICATE \$21.00
(LETTER SIZE)

____ DEATH CERTIFICATES \$21.00
(LEGAL SIZE W/ AMENDMENTS)

____ EXTRA COPIES \$4.00

____ VINYL COVER \$2.00

TOTAL \$ _____

(Total fees include Preservation Fee)

Search Fee:

(When a Record is Searched and Not Found)

____ Death Certificate \$20.00

Verification Letter Fee:

(A Letter that verifies whether or not a birth/death was filed in the City of Edinburg Vital Statistics)

____ Death Verification Letter \$20.00

CERT: _____

ABSTRACT: _____

DATE ISSUED: _____

ISSUED BY: _____



City Secretary Department - Vital Statistics

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Application #

JUNTA DE SALUD DE TEXAS: TEXAS ALMIRANTE CÓDIGO 181.11: SOLICITANTE CUALIFICADO:

EL REGISTRANTE O MIEMBRO DE SU FAMILIA INMEDIATA YA SEA POR SANGRE, MATRIMONIO O ADOPCIÓN; SU O SU TUTOR, O SU AGENTE LEGAL O REPRESENTANTE [25 TAC§ 181.1(22)]

APLICACIÓN PARA ACTA DE NACIMIENTO O FALLECIMIENTO

NOMBRE COMPLETO DE LA PERSONA QUE APARECE EN EL CERTIFICADO: _____

FECHA DE NACIMIENTO: _____ / _____ / _____
MES DÍA AÑO

FECHA DE FALLECIMIENTO: _____ / _____ / _____
MES DÍA AÑO

CIUDAD DE NACIMIENTO: _____

CIUDAD DE FALLECIMIENTO: _____

NOMBRE COMPLETO DE MAMÁ o PAPÁ # 1: _____

NOMBRE COMPLETO DE MAMÁ o PAPÁ # 2: _____

LA RAZÓN POR LA CUAL NECESITA EL CERTIFICADO: (Indique) _____

SOLICITANTÉ

SU RELACION CON LA PERSONA DEL CERTIFICADO: Seleccion YO MADRE HERMANA OTRO: _____
PADRE HERMANO

NOMBRE COMPLETO: _____

Escribe Claramente

DIRECCIÓN FÍSICA: _____

Escribe Claramente

CIUDAD: _____

ESTADO: _____ CODIGO POSTAL: _____

NUMERO DE TELÉFONO: (____) _____

ADVERTENCIA: LA PENA PARA SABER HACER UNA DECLARACIÓN FALSA EN ESTE FORMULARIO PUEDE SER 2 A 10 AÑOS DE PRISIÓN Y UNA MULTA DE HASTA \$10, 000. UNA PERSONA COMETE UN DELITO SI LA PERSONA INTENCIONALMENTE O A SABIENDAS HAGA UNA FALSA DECLARACIÓN DE DIRIGE A OTRA PERSONA A HACER UNA DECLARACIÓN FALSA EN UNA SOLICITUD PARA UNA COPIA CERTIFICADA DE REGISTROS VITALES [HSC§ 195.0039(A-4)]

DIVULGACION: YO ENTIENDO QUE SI EL CERTIFICADO NO SEA ACCESIBLE, NO ESTÉ ARCHIVADA EN LOS REGISTROS DE LA CIUDAD / ESTADO, O INSUFICIENCIA DE LA DOCUMENTACIÓN SE PROPORCIONA PARA SU PROCESAMIENTO, PERO SE HACE UNA BÚSQUEDA PARA EL REGISTRO, EL COSTO DE BÚSQUEDA NO SERÁ REEMBOLSADO.

FIRMA: _____

FECHA: _____

INICIALES REQUERIDO DESPUES CERTIFICADO SE REVISA x _____

SOLAMENTÉ PARA USO DE OFICINA

FALLECIDOS EN EDINBURG

SOLAMENTE:

___ ACTA DE FALLECIMIENTO \$21.00
(TAMANO DE LA LETRA)

___ ACTA DE FALLECIMIENTO \$21.00
(PAGINA SOLAMENTE CON ENMIENDAS - EDINBURG)

___ COPIAS EXTRA \$ 4.00

___ CUBIERTO DE VINIL \$2.00

TOTAL \$ _____

(COSTO DE PERSERVACION ESTA INCLUIDO EN TOTAL)

Precio Por La Búsqueda:

(Cuando se Busca un Registro y no se Encuentra)

___ Acta de Fallecimiento \$20.00

Costo de la Carta de Verificación:

(Es una carta que verifica si el acta de Nacimiento/Fallecimiento se archivo en la Ciudad de Edinburg Estadísticas Vitales)

___ Verificación de Fallecimiento \$20.00

CERT: _____

ABSTRACT: _____

DATE ISSUED: _____

ISSUED BY: _____

Acceptable Identification (ID)

Last updated September 8, 2020

Vital Statistics accepts the following form(s) of identification (ID)*:

- Provide **ONE (1)** from **GROUP A**; OR
- If you do not have one from Group A, provide **TWO (2)** from **GROUP B**; OR
- If you do not have one from Group A or two from Group B, provide **ONE (1)** from **GROUP B** and **TWO (2)** from **GROUP C**.

*See [Title 25 Texas Administrative Code §181.28](#) for complete details on qualified applicant identification and supporting documentation requirements.

Group A – PRIMARY ACCEPTABLE ID

Please provide **ONE (1)** from **GROUP A**: All primary identification documents must have a United States issuance origin. Primary Identification documents do not require supporting instruments, unless otherwise specified. All acceptable Primary Identification documents must be current and valid. The applicant's identification must contain the applicant's name and photograph that establishes the applicant's identity.

Most Common Group A IDs:

- Driver's license from a U.S. state
- Federal or state ID card
- Military ID card
- U.S. passport

Other Acceptable Group A IDs:

- License to Carry a Handgun
- Pilot's license
- Law enforcement employment ID (federal, state, or city)
- Offender ID issued by the Texas Department of Criminal Justice or an ID from a federal or U.S. state correctional facility or institution
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
 - Employment Authorization Document (EAD)
 - Permanent Resident Card (Green Card)
 - Travel documents:
 - Re-entry permit
 - Refugee travel document
 - Advance parole
 - SENTRI card
 - U.S. citizen ID card
- U.S. Department of State issued:
 - Border Crossing Card (BCC) – B1 for business or pleasure or B2 medical purposes
 - Visa

Group B – SECONDARY ACCEPTABLE ID

In the absence of a primary form of identification, the secondary identification serves to establish identity; however, the customer is required to produce either two pieces of secondary identification of different types, or one piece of secondary identification plus two pieces of support identification of different types. The secondary identification is classified as government issued documents, documents that require identification to establish, or documents that contain biometric identifiers. When submitting secondary forms of identification, the documents combined must confirm the identity of the applicant. At least one of the documents must contain the applicant's name, signature, or identifiable photo of the applicant. Consular Certification documents from El Salvador and Honduras are accepted as foreign identification with identifiable photo of applicant. **The Mexican Matrícula Consular and Honduran Matrícula consular, also known as the Honduran consular ID, is not accepted.**

- Current U.S. student ID
- Any Primary Acceptable ID from Group A that is expired
- Signed Social Security card
- DD Form 214 Certificate of Release
- Medicaid card or Medicare card
- Veterans Affairs card
- Medical insurance card
- Foreign passport accompanied by a visa issued by the U.S. Department of State
- Foreign passport in accordance with the U.S. Department of State, Visa Waiver Program
- Certified birth certificate from the U.S. Department of State (FS-240, DS-1350, or FS-545)
- Private company employment ID card
- Form I-94 - accompanied by the applicant's visa or passport
- Mexican voter registration card
- Foreign identification with identifiable photo of applicant (***including El Salvador consular certification, El Salvadoran Unique Identity Card [DUI], and Honduran consular certification***)

Group C – SUPPORTING DOCUMENTS

Other records or documents that verify the applicant's identity. The Vital Statistics Unit refers to their policy for acceptable supporting identification. The examining or supervisory personnel may determine that a supporting identification document may meet the department's requirements in establishing identity.

- Recent utility bill or cell phone bill with current address (***within 3 months***)
- Recent paycheck stub
- Any Secondary Acceptable ID from Group B that is expired
- Public assistance applications or letters
- Signed valid voter's registration card
- Police report of stolen ID
- Official school transcript
- Bank account statement
- Social Security letter
- Marriage license or divorce decree
- Certified birth certificate from a state other than Texas, District of Columbia or other country
- Automobile insurance card or contract
- Lease agreement
- Loan or installment payment contract
- Promissory note or loan contract
- Court order
- Property title or lien
- Automobile title or registration
- Library card
- Fishing or hunting license
- Recent medical record or bill
- Religious record with signature of religious official
- Recent rent receipt with address and name
- Federal, state, or local tax records
- U.S. Department of Homeland Security notice or correspondence

Documentos de identificación aceptables

La Oficina de Estadísticas Vitales acepta los siguientes documentos de identificación*:

- Presente UNO (1) del **GRUPO A**
- De no poseer ninguno de los documentos del grupo A, presente DOS (2) del **GRUPO B**
- De no poseer ninguno de los del grupo A o no poseer dos documentos grupo B, presente UNO (1) del grupo B y DOS (2) del **GRUPO C**.

***Para obtener más información sobre la identificación de solicitantes calificados y la documentación de respaldo, vea el [artículo 181 inc. 28, título 25 del Código Administrativo de Texas](#).**

Grupo A – DOCUMENTOS DE IDENTIFICACIÓN PRIMARIOS

Identificación primaria: Todos los documentos de identificación primarios deben tener un origen de emisión de los Estados Unidos. Estos elementos están completos dentro de sí mismos y no requieren instrumentos de apoyo. Todo esto no puede expirar por más de 90 días y debe incluir una foto. [TAC 181.28(i) (10) (C)]

- Licencia de conducir.
- Documento de identificación federal o estatal.
- Documento de identificación militar.
- Pasaporte expedido por los EE.UU.
- Licencia para portar armas de fuego.
- Licencia de piloto.
- Credencial de empleado de las fuerzas de seguridad (federales, estatales o locales).
- Identificación de delincuente emitida por el Departamento de Justicia Penal de Texas o identificación emitida por un centro o institución penal federal o estatal de los EE. UU.
- Documentos expedidos por el Servicio de Ciudadanía e Inmigración del Departamento de Seguridad Nacional de los EE. UU., a saber:
 - Documento de autorización de empleo (EAD, por sus siglas en inglés);
 - Tarjeta de residencia;
 - Documentos de viaje:
 - Permiso de reingreso;
 - Permiso de viaje para refugiados;
 - Permiso de viaje para regresar a los EE. UU. (*advance parole*);
 - Tarjeta SENTRI (de proceso rápido para viajeros preaprobados y de bajo riesgo);
 - Documento de ciudadanía de los EE. UU.
- Documentos expedidos por el Departamento de Estado de los EE. UU.:
 - Tarjeta de cruce fronterizo (B1 para fines profesionales o turísticos, o B2 por motivos de salud);
 - Visa

Grupo B – DOCUMENTOS DE IDENTIFICACIÓN SECUNDARIOS

Identificación secundaria: en ausencia de una forma primaria de identificación, la identificación secundaria sirve para establecer la identidad; sin embargo, se requiere que el cliente produzca dos piezas de identificación secundaria de diferentes tipos, o una pieza de identificación secundaria más dos piezas de identificación de soporte de diferentes tipos. La identificación secundaria se clasifica como documentos emitidos por el gobierno, documentos que requieren identificación para establecerse o documentos que contienen identificadores biométricos. Al presentar formas secundarias de identificación, los documentos combinados deben confirmar la identidad del solicitante. Al menos uno de los documentos debe contener el nombre del solicitante, firma o foto identificativa del solicitante. Los documentos de certificación consular de El Salvador y Honduras se aceptan como identificación extranjera con una fotografía identificable del solicitante.

La matrícula consular hondureña y mexicana, también conocida como la identificación consular hondureña, no se acepta [TAC 181.28(i) (11) (C)]

- Identificación de estudiante vigente.
- Cualquier documento de identificación primario perteneciente al grupo A que haya vencido
- Credencial o constancia (Numident) del seguro social.
- Certificado de baja: Formulario DD 214.
- Credencial de Medicaid o Medicare.
- Credencial de identificación emitida por el Departamento de Asuntos del Veterano.
- Credencial de seguro de salud.
- Pasaporte extranjero acompañado de una visa emitida por el Departamento de Estado de los EE. UU.
- Pasaporte extranjero de conformidad con el Programa de Exención de Visado del Departamento de Estado de los EE. UU.
- Acta de nacimiento con certificación del Departamento de Estado (FS-240, DS-1350, o FS-545).
- Credencial de empleado de una empresa privada.
- Formulario I-94, acompañado de la visa o el pasaporte del solicitante.
- Credencial electoral de México.
- Documento de identificación extranjero con fotografía distinguible del solicitante **(por ejemplo, el Certificado Consular de El Salvador, el Documento Único de Identidad de El Salvador (DUI) o el Certificado Consular de Honduras).**

Grupo C – DOCUMENTOS DE CORROBORACIÓN Otros registros o documentos que verifiquen la identidad del solicitante. La Unidad de Estadísticas Vitales se refiere a su política para una identificación de respaldo aceptable. El personal de inspección o supervisión puede determinar que un documento de identificación de respaldo puede cumplir con los requisitos del departamento para establecer la identidad.

- Factura reciente de servicios públicos o de servicios de telefonía celular con domicilio actual. (**dentro de un plazo de tres meses**)
- Recibo de sueldo reciente.
- Cualquier documento de identificación secundario perteneciente al grupo B que haya vencido.
- Solicitudes o cartas de asistencia pública.
- Credencial electoral válida y firmada.
- Denuncia policial de robo de documento de identificación.
- Certificado de estudios oficial.
- Estado de cuenta bancaria.
- Carta del seguro social.
- Licencia para contraer matrimonio o sentencia de divorcio.
- Acta de nacimiento con certificación de un estado distinto a Texas, del Distrito de Columbia o de otro país.
- Credencial o contrato de seguro de automóvil.
- Contrato de alquiler.
- Contrato de préstamo o plan de pagos.
- Pagaré o contrato de préstamo.
- Orden judicial.
- Título de propiedad o constancia del derecho de embargo sobre un inmueble.
- Título o registro de un automóvil.
- Credencial de biblioteca.
- Licencia para pescar o cazar.
- Historia clínica o factura médica reciente.
- Constancia religiosa firmada por una autoridad religiosa oficial.
- Recibo de alquiler reciente que contenga domicilio y nombre.
- Registros impositivos federales, estatales o locales.
- Notificaciones o correspondencia enviadas por el Departamento de Seguridad Nacional.

Última actualización 8 de septiembre de 2020