

Indiana Codes 16-37-1-10, 16-37-1-11, and 16-37-1-11.5 serve as the State statutes for the fees, relationship, and identification requirements to purchase documents from the Vital Records office. The purchaser must have a “direct interest.” A direct interest is defined as a documented and verifiable financial and legal interest or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Others such as guardians, attorneys, funeral directors, or other authorized agents acting on behalf of the registrant, or their family may demonstrate a direct interest when information is needed for the determination or protection of personal or property rights.

**Depending on the individual’s interest in the record, additional documentation may be required.**

Direct Interest:

- Parents of the individual listed on the certificate – must be listed on the record
- Spouse of the individual named on the certificate – must show proof of marriage
- Child or Grandchild, 18 years or older, of the individual named on the certificate – must show proof of relationship
- Grandparents of the individual listed on the certificate – must be the parent of a parent listed on the record & show proof of relationship
- Sibling, 18 years or older, of the individual listed on the certificate – must show proof of relationship
- Aunt or Uncle of the individual named on the certificate – must show proof of relationship
- Niece or Nephew, 18 years or older, of the individual named on the certificate – must show proof of relationship
- Genealogy – individual named on the certificate must be over 75 years old at the time of death - must show proof of death
- Assigned Funeral Home/Director - must provide an explanation of direct interest on letterhead

No Direct Interest:

- Legal Interest – must provide proof of legal relationship, i.e., contract, agreements, titles, court order

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All requests require proper identification, proof of relationship, or direct interest in the person named on the record. Requests sent without proper identification or documentation will be returned without being processed.

Identification requirements may be fulfilled by submitting one valid Primary Document or two valid Secondary Documents. All documents must be current and valid; expired documents are not acceptable.

Accepted Primary Documents (One Form of Identification):

- Government Issued Driver's License / State ID – front and back required
- US Military ID – front and back required
- Passport
- Veterans ID
- Green Mexico Consular ID

Accepted Secondary Documents (Two Forms of Identification):

- Signed Social Security Card
- Department of Correction ID Card or Printout – must include picture
- College School ID – with proof of current enrollment (transcript, letter from administration)
- Work ID Badge – with proof of current employment (computerized paycheck stub, letter from employer)
- Voter Registration Card – with name and current address
- Current Vehicle Registration – with name and current address (not Title of Ownership)
- Military Discharge (DD-214)
- Home Lease/Rental Agreement or Warranty Deed – with name, current address and signature(s)

Those with Amish or Religious Exceptions must submit a letter from the Bishop/Clergy along with one form of primary documentation or two forms of secondary documentation.

Amish Primary Documents (One Form of Identification with letter from Bishop/Clergy):

- Non-Photo ID

Amish Secondary Documents (Two Forms of Identification with letter from Bishop/Clergy):

- Signed Social Security Card or IRS Form 4029 (exemption of SSN)
- Baptismal Certificate
- Marriage Certificate
- School Records