

Frequently Asked Questions

Q: What are the hours that Vital Records is open?

A: We are open Monday thru Friday 8:00AM – 4:30PM

Q: What do I need to bring with me to get my birth certificate or the birth certificate of my child?

A: You will need to provide current legal identification.

Such as: Valid driver's license Military I.D.
 State I.D. Card Valid Passport
 Department of Corrections I.D., issued within the past six months
 School I.D. with signature and photo

Q: All of my identification was lost/stolen/destroyed and I need to get my birth certificate to establish identity. Yet I am required to present proof of who I am in order to obtain my birth certificate. How can I prove to you who I am?

A: We will accept two or more of the following:

 Police report Fire Report
 Employment I.D. with signature, photo, date of employment
 Bankcard with signature (not a credit card) or personal bank
statement
 Vehicle Registration with signature
 Social Security Card with date of birth

Option 2: you may have someone on the eligible persons list to obtain the record (such as mother/father, grandparent)

Q: What is the cost of a birth certificate?

A: The fee for a birth certificate is \$10.00. We except cash, money orders or local checks. Please make money orders or checks payable to Whitley County Health Department.

Q: I was born in Whitley County, where do I go to obtain a birth certificate?

A: You can come into the Whitley County Health Dept. during the business hours of 8:00am - 4:30pm Monday thru Friday. You can also obtain a written request from form this website.

Q: I was born in another state, but my adoption took place in Whitley County, so why don't you have my birth record?

A: Even though a person was adopted in Whitley County, the record is maintained in the county/state of birth.

Q: I was born in another state but I have lived in Whitley County all my life. Why can't you issue my birth certificate?

A: Birth records are recorded and maintained in the county/state of birth regardless of where the person lives. Whitley County cannot issue birth certificates for any place other than and only for people born in Whitley County.

Q: My name is spelled wrong or my birth date is wrong on my birth certificate. What can I do about it?

A: An amendment can be filed with the local health dept. for corrections. Two documents, at least 10 years old and a picture ID must be presented to confirm the spelling of the name. An appointment is necessary.

Q: What is the cost of a death certificate?

A: The fee for a death certificate is \$10.00. We except cash, money orders or local checks. Please make money orders or checks payable to Whitley County Health Department.

Q: If a person has lived all their life in Whitley County and is buried in a Whitley County cemetery but died in another county/state, why don't you have the death certificate?

A: Death records are recorded in the county/state where the individual expired, no matter where he/she lived or is buried.