



Requesting a Birth Certificate

Choose one of the following options:

1. Send a written request to:
 - a. Montgomery County Court Clerks
PO Box 959
Conroe Tx, 77305

Make sure the following information is included:

- Baby's full name
 - Date of Birth
 - County in which baby was born
 - Father and Mother's full name, including Mother's maiden name
 - Include photocopies of Mother/Father's ID
 - Address for it to be mailed back to you
 - Enclose a Check or Money Order in the amount indicated.
2. Order Online at Texas department of vital statistics.
 3. Go to the County Clerks office (look up office closest to you)
 4. If you want to travel we suggest ordering the long form.

Make sure you contact your HR dept and or insurance company within **30 days** to add your baby to your Health Insurance. If you do not add your baby to your insurance within 30 days there will be no insurance coverage and you will be responsible for all charges in full.