Birth Registration Information

Why is a Birth Certificate important?

A birth certificate is an individual’s claim and proof of citizenship, identification, and relationship to his or her parents. This document serves as the primary document to enter school; play little league sports; obtain a social security number and account, a driver’s license, and a passport; and prove qualification to work in the United States.

Timing

It is important to register the birth of your newborn with the Texas Department of State Health Services Vital Statistics as soon as possible. To get a head start, fill out the Birth Certificate Worksheet form (available at the bottom of www.memorialhermann.org/locations/southeast/birth-of-your-baby-southeast/) and bring it with you to the hospital when you have your baby.

Information for Unmarried Parents

If you are not married to the biological father of your child, but want his name on the birth certificate, you must complete a State of Texas Form 1608 Voluntary Acknowledgment of Paternity (available at the bottom of www.memorialhermann.org/locations/southeast/birth-of-your-baby-southeast/)

If you are married to someone other than the biological father of the child or have not been divorced more than 300 days, your husband/ex-husband must complete the Denial of Paternity section of this form.

If you have questions or need assistance completing the form, a Birth Registrar at Memorial Hermann Southeast Hospital is available at 281-929-4433. To learn more about establishing paternity, visit the Office of Attorney General of Texas’ website at www.texasattorneygeneral.gov.

Certified Copy of Birth Certificate

The Texas Department of State Health Services Vital Statistics maintains and issues vital records for the State of Texas including birth and death certificates. Memorial Hermann Southeast Hospital only uses information collected to register newborn babies with this department.

For information on how to obtain a certified copy of a birth certificate, visit the Texas Department of State Health Services Vital Statistics’ website at www.dshs.state.tx.us/vs.

You will need the following information:

- Full name listed on the birth record
- Date of birth
- Place of birth (city, county)
- Father’s full name (last, first, middle)
- Mother's full name (including her maiden name)
- Reason for requesting the certificate
- Relationship to the person on the birth record
- Daytime telephone number with area code
- Complete return mailing address
- Number of records requested

You must also provide:

- Photocopy of a picture ID
- Form of payment
- Handwritten signature

In addition to online at www.dshs.state.tx.us/vs or via mail using the form located at the bottom of www.memorialhermann.org/locations/southeast/birth-of-your-baby-southeast/, you may also visit one of the Local Registrar’s offices below to obtain a certified copy of a birth certificate. However, birth certificates are not available until two weeks after the birth.

**South Belt Harris County Clerk’s Office**
10851 Scarsdale, Houston, TX 77089
Phone: 281-464-0115; Fax: 281-481-9180

**Harris County Clerks Office (for portions of Precinct 3 and 4, City of La Porte)**
201 Caroline, 3rd Floor (Main Office), Houston, TX 77002
Phone: 713-755-6438; Fax: 713-755-8839

**Baytown City Clerk**
3120 North Main, Baytown, TX 77521
Phone: 281-425-1018; Fax: 281-420-5810

**Galena Park City Secretary**
P.O. Box 46, Galena Park, TX 77547
Phone: 713-672-2556; Fax: 713-672-1840

**City of Houston Local Registrar**
(for Houston, Nassau Bay, Webster, Precincts 1-2, Precincts 4-8)
8000 North Stadium Drive, Houston, TX 77054
Phone: 713-837-0311

**City Secretary of Jacinto City**
10301 Market Street, Jacinto City, TX 77029
Phone: 713-674-8424; Fax: 713-675-8525

**Pasadena Local Registrar**
P.O. Box 672, Pasadena, TX 77501
Phone: 713-475-5593; Fax: 713-477-3947

**Pearland City Secretary**
3519 Liberty, Pearland, TX 77581
Phone: 281-652-1655; Fax: 281-485-1719

**South Houston City Secretary**
P.O. Box 238, South Houston, TX 77587
Phone: 713-947-7700; Fax: 713-910-0495
Tomball Local Registrar
401 West Market Street, Tomball, TX 77375
Phone: 281-290-1050; Fax: 281-351-6256

Brazoria County Clerk
111 East Locust, Suite 500, Angleton, TX 77815
Phone: 979-864-1355

Baytown City Clerk (all of Baytown)
3120 North Main, Baytown, TX 77521
Phone: 281-425-1017; Fax: 281-420-5810

Chambers County Clerk (for Precincts 1-6)
P.O. Box 728, Anahuac, TX 77514
Phone: 409-267-8405; Fax: 409-267-2418

Fort Bend County Clerk
301 Jackson Street, Richmond, TX 77469
Phone: 281-341-8685; Fax: 281-341-8669

Galveston County Health District
9850 A. Emmett F. Lowry Expressway, Texas City, TX 77658
Phone: 409-765-2515

City of Beaumont - City Registrar (for Precinct 1 & 6)
P.O. Box 3827, Beaumont, TX 77704
Phone: 409-832-4000; Fax: 409-832-8369

City of Port Arthur
449 Austin Ave, Port Arthur, TX 77640
Phone: 409-983-8853; Fax: 409-983-8870

City of Port Neches
P.O. Box 758, Port Neches, TX 77651
Phone: 409-727-2182

Justice of the Peace - Precinct 7
7933 Viterbo Road, Suite 1, Beaumont, TX 77705
Phone: 409-722-0451; Fax: 409-724-2148

Justice of the Peace - Precinct 8
525 Lakeshore Drive, Port Arthur, TX 77640
Phone: 409-983-8325; Fax: 409-983-8303

Matagorda County Clerk
1700 Seventh Street 202, Bay City, TX 77414
Phone: 979-244-7680; Fax: 979-244-7688

City of Palacios Local Registrar
P.O. Box 845, Palacios, TX 77465
Phone: 361-972-3605; Fax: 361-972-6555
Montgomery County Clerk
P.O. Box 959, Conroe, TX 77305
Phone: 936-760-6980

City of Houston Local Registrar
8000 North Stadium Drive, Houston, TX 77054
Phone: 713-794-9070; Fax: 713-794-9991

City of Orange City Secretary
P.O. Box 520, Orange, TX 77631-0520
Phone: 409-883-1042; Fax: 409-988-7315

Justice of the Peace - Precinct 1
801 West Division Street, Orange, TX 77630
Phone: 409-882-7800; Fax: 409-882-7001

Justice of the Peace - Precinct 2
P.O. Box 2219, Orange, TX 77631-2219
Phone: 409-882-7805

Justice of the Peace - Precinct 3
P.O. Box 1400, Bridge City, TX 77611
Phone: 409-735-8133; Fax: 409-735-5197

Justice of the Peace - Precinct 4
190 Camp Street, Vidor, TX 77662
Phone: 409-769-2284; Fax: 409-769-0918