

**INSTRUCTIONS FOR A
BUREAU OF VITAL STATISTICS
(BVS) CERTIFICATE
FOR SCHOOL ADMISSION**

In order to receive a BVS Certificate for school admission, each item on this application must be complete. **It is very important that the information for item #6, the full maiden name of the mother is supplied.**

1. Print the complete name of the child.
2. Print the child's birthday in month/day/year order.
3. Check the appropriate box (M for male, F for female) to indicate the sex of the child.
4. Print the name of the city and the county where the child was born. The BVS certificate for school admission is only available for children born in Texas.
5. Print the name of the father.
6. Print the full maiden name of the mother. **Do not omit the full maiden name of the mother. This application cannot be processed without the full maiden name of the mother.**

The applicant must print his/her name on the line in the paragraph which follows item 6 on the form.

The applicant must sign and date the application.

The applicant must supply valid ID information. The application must print the type of ID being presented (driver's license, ID card, etc.) and print the ID number. **The applicant must attach a copy of this ID to the application.**

7. Print the name and mailing address of the person who is to receive the BVS certificate for school admission. It takes at least 2 weeks to process this application, so please make sure that you have access to the mailing address you provide.

Please send the application and the photocopy of the applicant's ID to the following address:

Texas Department of Health
Bureau of Vital Statistics
1100 West 49th Street
Austin, TX 78756-6191