

## **How to Obtain Documents Required by IPSB to Verify the Status of Your Dependents**

*The following information explains how and where to obtain certified copies of documents required by IPSB to verify marriages and births in the United States and court judgments rendered by American courts. For marriage, birth or court records outside the U.S., contact authorities in the appropriate city or country.*

### **Marriage Records**

To obtain a certified copy of your marriage certificate (which is the marriage license issued by the clerk of court and signed by the minister or official who performed the ceremony that is filed in the clerk of court's office—commonly called a marriage license), contact the clerk of court for the parish or county where you were married.

If you were married in another state, go to <http://www.cdc.gov/nchs/w2w.htm> for a list of states and instructions on how to obtain marriage records.

### **Birth Certificates**

To obtain a certified copy of a Louisiana birth certificate, contact your local public health unit. The cost is \$15 each. For a list of Louisiana public health units and services provided, go to <http://www.dhh.louisiana.gov/offices/page.asp?id=252&detail=7744>. If your local public health unit does not issue certified copies of birth certificates, contact:

Louisiana Office of Public Health – Vital Records Registry  
P.O. Box 60630  
New Orleans, LA 70160

Contacts for Texas and Mississippi birth certificates are as follows:

Texas Department of Health – Bureau of Vital Statistics  
P. O. Box 12040  
Austin, TX 78711-2040

Mississippi Department of Health – Vital Records  
P. O. Box 1700  
Jackson, MS 39215-1700

If the child was born in another state, go to <http://www.cdc.gov/nchs/w2w.htm> for a list of states and instructions on how to obtain birth records.

### **Other Legal Documents**

If you need a certified copy of another legal document, such as a judgment or adoption decree, contact the clerk of court in the appropriate parish, county or city.

If you do not have Internet access, visit your local public library, where a reference librarian can assist you, or call or visit the IPSB office.