

## Instructions: Birth / Death Record Application

**Complete Form**

**Copy of applicant's valid photo id**

**Must be notarized**

Send Money Order or Cashier's Check (Payable to: **Mitchell County Clerk**)

To pay by Credit Card: Call (866) 539-2020 or log into [www.certifiedpayments.net](http://www.certifiedpayments.net)

Enter Bureau Code: 4332059

Type of Document: CC BC or CC DC

\$23.00 Birth

\$21.00 Death, \$4.00 each additional certified copy at time of purchase

\*2.5% convenience fee will be added automatically by Certified Payments\*

Include Payment ID