

## Who is entitled to obtain a certified copy of a Louisiana Birth and/or Death Record?

When obtaining a certified copy of a Louisiana Birth or Death record, the customer must meet at least one of the entitlement guidelines listed on this document.

### Birth Certificates:

- **Registrant** or person named on the record
- **Parent** of the person named on the record
- **Sibling** of the person named on the record
- **Child** of the person named on the record
- **Current Legal Spouse** of the person named on the record
- **Grandparent** of the person named on the record
- **Grandchild** of the person named on the record
- **Legal Guardian** of the person named on the record.
  - ✓ *The legal guardian must have a judgment of custody.*
  - ✓ *Custody by mandate or provisional custody from a notary not accepted.*
  - ✓ *Transfer of custody witnessed by a notary cannot be accepted*
- **Attorney** representing the person named on the record or who is presently representing an **entitled** family member of the person named on the record. *The attorney **must** have a letter of representation on their original letterhead and the letter **must** include the attorney's bar role number.*
- **Attorney's Paralegal or Court Runner** must present a letter from the attorney on the attorney's original letterhead stating the case docket number, attorney's bar role number and the person to whom the document is to be released.
- **Non relative with authorization from the person named on the record** must present a letter of authorization and a copy of the entitled applicant's state identification card or driver's license. *The letter must state the registrant's name, date of birth and the name of the person authorized to obtain the birth certificate.*

### Death Certificates:

- **Funeral Director/Funeral Home** which disposed of the decedent's body (must be listed on the death record as such) is entitled to obtain certified copies of the death record for 1 year from the date of death.
- **Beneficiaries to Insurance Policies and/or Wills** must have a copy of the insurance policy showing applicants' name listed as beneficiary or last will and testament naming the requestor as beneficiary.

**LSA R.S. 40:61** states that a fine of not more than ten thousand dollars or imprisonment of not more than five years, or both shall be imposed on any person who willfully and knowingly makes any false statement on any application for a certified copy of a Louisiana Vital Record.