

To request a birth or death certificate from the Newton County Clerk's office, please be aware that only births within Newton County are available, and only instances where the person is pronounced deceased in Newton County are available. For births and deaths outside of Newton County, please visit the State's Vital Statistics Unit web site at <https://www.dshs.state.tx.us/vs/default.shtm>.

When requesting a record from Newton County, mail completed form along with payment and copy of **valid** identification to:

Sandra K. Duckworth
Newton County Clerk
PO Box 484
115 Court Street
Newton, TX 75966

Expedited shipping services are only available through DSHS. Requests sent to the County Clerk's office will be returned through the USPS at regular rates. The only way to expedite a birth or death certificate through the Clerk's office is to send in a prepaid envelope and the certificate will be sent out in the prepaid envelope. To note, UPS and FedEx do not come by the Clerk's office on a daily basis, so there may be a delay in the carrier receiving the return envelope. Prepaid envelopes from the USPS will be taken to the post office for processing out the next business day.

Please note, for birth certificates ordered through the county, the fee is \$23.00 per birth certificate. The State's application has DSHS fees which only applies to that office. Any requests received with the incorrect amount will not be processed until the correct fees are remitted.

For death certificates ordered through Newton County, the fee is \$21.00 for the first certificate and \$4.00 for each additional certificate if ordered on the same business day.