

**How to Replace Your Lost or Destroyed Vital Documents:**

Replacing all vital documents that were lost or destroyed can be overwhelming. These general steps can help you get started.

1. Replace your birth certificate. Check to find out if you can obtain a certified copy of your birth certificate without any identification and follow the instructions. A few states don't require a government-issued photo ID, or accept other solutions like a sworn statement of your identity. Some states allow your mother or father whose name is on the birth certificate to submit a notarized letter with a copy of their photo ID. If you do need your own government-issued photo ID, to get a copy of your birth certificate start with step 2.
2. Replace your driver's license or ID. Get this first if you cannot get your birth certificate. In some states, you can do it online. Present TWO original documents with your name and Indiana residential address. Documents must contain a residential address, not PO Box. Examples would be: utility company, credit card, doctor or hospital bill issues within 60 days of application, rental contract, court/probation mail. You may use this address as the location to have your ID mailed to: One Stop Shop, 825 Highway 31 N., Austin, IN 47102. MAKE SURE YOU CALL 812-794-2730 OR GO BY THEIR OFFICE TO LET THEM KNOW YOU HAVE AN ID COMING, SO THEY CAN HOLD IT FOR YOU. GIVE THEM YOUR CONTACT INFO SO THEY CAN CALL YOU WHEN IT ARRIVES.
3. Replace your Social Security card. You will need a government-issued photo ID. Getting a replacement card is free.

Government agencies usually mail replacement vital documents. But if your home was destroyed in a disaster, you might not be able to get your mail. Contact your local post office and ask if you can pick up your mail there or request to have your mail forwarded to a temporary location.

Go here to purchase your birth certificate: <https://vitalrecords.egov.com/CDC.VitalRecordsMVC.Web/Wizard/IN/Municipality/SelectMunicipality>

Total cost: Birth Certificates..... \$17.52 **Total Cost (includes shipping)**

They may also be purchased at the Health Department of the county where you were born.

**Social Security Office Information:**

This is where you get you social security card. They are closed New Year's Day, Martin Luther King Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. You do not need a proof of address but must have an address to send the card too. You need either: driver's license, passport, military ID, insurance card or certified medical records. The medical records can come from the jail as long as they are certified.

150 Demaree Dr., Madison, IN 47250, PHONE: 1-877-692-3144

Monday	9 am to 4 pm	Thursday	9 am to 4 pm
Tuesday	9 am to 4 pm	Friday	9 am to 4 pm
Wednesday	9 am to 12 pm	Saturday and Sunday:	CLOSED