

## CONDUCTING A SEARCH OF BIRTH/DEATH RECORDS

- Step #1 From the Fort Bend County Clerk home page, look to the left side of the screen in the blue shaded area and select Index Info Search.
- Step #2 From the Index Info Search screen select Birth Record Research or Death Record Research to search for a birth or death record.
- Step #3 When entering field name, you will get better search results if you enter the first few letters of the name followed by the % sign.  
Example: If searching for Michael Smith, enter Sm% for last name and Mi% for first name.
- Step #4 If you do not have a specific date range, please limit each search to a 2 year period.
- Step #5 Locate the name you are searching for. Birth and Death records search will only allow public access to index information such as name, date of birth or death, date filed, and certificate number. No images of these records are available.
- Step #6 If you need to obtain a certified copy of a birth/death record, you **must** be a **qualified** applicant. Please contact the Fort Bend County Clerk's Office for further assistance. (281) 341-8652.