



## **HOW TO APPLY FOR PERMITS & VITAL RECORDS**

**Go to Website:** <https://fishersin.viewpointcloud.com>

1. In upper right corner, click Sign Up.
2. Click Sign Up using secure portal.
3. Enter your email address.
4. Create a password (must be 8 characters in length, should contain: lower case letter, upper case letter & number) (example Fishers8).
5. Click Sign Up.

You now have an account with the City of Fishers

### **Please update your profile**

1. In upper right corner, click My Account.
2. Left side of screen, click Profile.
3. Click Edit Profile.
4. Enter first & last name, phone number and address.
5. Click Save.

### **Click the Fishers icon**



1. Click Fishers Health Department.
2. Click Select on the application type you require.
3. Click Apply Online.
4. Confirm your contact information, click Next.
5. Location: start typing in address, click Choose Location on the address.
6. Verify location information, click Next.
7. Enter the information in each box, click Next.
8. Upload documents.
9. Review your submission, then click Confirm and Submit.

### **What Happens Next?**

- You will receive email updates as your record moves through the process. You may be requested to submit additional information or upload additional documents if your submission was incomplete or if the reviewer has questions.
- Requests are typically filled within 7-10 business days.

**Questions?** Call (317) 567-5045 or email [healthdept@fishers.in.us](mailto:healthdept@fishers.in.us)