

## Birth Certificate Application

Complete this form to order a certified copy of a Minnesota birth certificate.

**You are required to provide the information requested on this form and pay the required fees to obtain a birth certificate.**  
 If we cannot locate the record with the information you provide, we will send you a certified "Statement of No Birth Record Found".

**It is unlawful to provide false information to get a birth certificate.** You may be subject to fines, jail time or both.  
 Minnesota Statutes, section 144.227 and section 609.02, subdivisions 3 and 4.

### A. Information to locate the requested birth record Minnesota Rules, part 4601.2600, subpart 2

|                      |                            |   |                           |                         |   |                             |
|----------------------|----------------------------|---|---------------------------|-------------------------|---|-----------------------------|
| <b>Child/Subject</b> | Child/subject first name   |   | Child/subject middle name | Child/subject last name |   | Name suffix                 |
|                      | Date of birth (MM/DD/YYYY) | Sex<br><input type="checkbox"/> Female<br><input type="checkbox"/> Male | Minnesota city of birth   |                         | Minnesota county of birth                 | <b>MN</b><br>State of birth |
| <b>Parents</b>       | Parent one first name      | Parent one middle name  | Parent one last name      |                         | Last name before 1 <sup>st</sup> marriage | Name suffix                 |
|                      | Parent two first name      | Parent two middle name  | Parent two last name      |                         | Last name before 1 <sup>st</sup> marriage | Name suffix                 |

### B. Requester - person completing this application Minnesota Rules, part 4601.2600, subpart 3

|                  |  |  |  |                            |                              |       |     |
|------------------|--|--|--|----------------------------|------------------------------|-------|-----|
| <b>Requester</b> | Requester full name  |  |  | Date of birth (MM/DD/YYYY) | Daytime phone (XXX-XXX-XXXX) |       |     |
|                  | Requester mailing address – street<br>(United Parcel Service (UPS) will not deliver to PO boxes or APO addresses.) |  |  | Apt/Unit #                 | Email                        |       |     |
|                  |  |  |  | City                       |                              | State | ZIP |

### C. MANDATORY — Check the boxes below that describe your relationship to the subject of the record:

Marital status is important.  
 Records of children born to married parents are "public". That means that the certificate is available to those listed in items 1 – 19 below.  
 Records of children born to single mothers are "confidential" unless the mother chooses to make the record public at the time of birth. Confidential birth certificates are restricted to the persons listed below in items 20– 24. *Minnesota Statutes, section 144.225, subdivisions 2 and 7.*

#### Birth certificates available to individuals who meet any of the legal requirements in items 1-19 below (Public records)

- 1.  A parent named on the subject's record
- 2.  A grandparent of the subject
- 3.  A great-grandparent of the subject
- 4.  A child of the subject
- 5.  A grandchild of the subject
- 6.  A great-grandchild of the subject
- 7.  Spouse of the subject (You must be the current spouse)
- 8.  I am requesting my own birth record
- 9.  Party responsible for filing the record (generally a health professional or birth attendant)
- 10.  The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
- 11.  The health care agent for the subject (health care power of attorney is required)
- 12.  Subject's personal representative; a certified copy is needed to administer the estate
- 13.  Successor of the subject (subject is dead); the certified copy is needed to administer the estate
- 14.  Determination or protection of a personal or property right and proof that birth certificate is needed
- 15.  Adoption agency — to complete post-adoption search (Employee ID is required)
- 16.  Local/state/tribal or federal governmental agency (Employee ID is required)
- 17.  Attorney – my Minnesota Attorney License Number is: \_\_\_\_\_ NON-Minnesota license? Affix copy
- 18.  Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate
- 19.  I have a signed statement from a person above; it specifies the subject's full name, date of birth, parents' names, the signer's relationship to the subject of the record and it authorizes me to obtain the certificate.

#### Birth certificates available only under the conditions or to the persons named below (Confidential records)

- 20.  Parent named on the subject's record
- 21.  The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
- 22.  The subject, when 16 years or older
- 23.  Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, sections 124D.23 and 626.556, and tribal child support programs, Minnesota Statutes, section 144.225, subdivision 2, paragraph (f). (Employee ID is required)
- 24.  Pursuant to a valid, certified copy of a U.S. court order (**not** a subpoena) releasing the certificate

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|  |                       |  |  |
|--|-----------------------|--|--|
| Person completing this application - the requester:  |                       |  |  |
| <b>D. Requester's signature and signature of notary public</b>   |                       |  |  |
| <i>I certify that the information provided on this application is accurate and complete to the best of my knowledge.</i>   |                       |  |  |
| Requester's signature (Signature must match the name of the requester on page one)   |                       | Notary Stamp/Seal  |  |
| Signed or attested before me on: _____ day of _____, 20_____   |                       |  |  |
| Printed name of notary public  |                       |  |  |
| Notary public signature  | My commission expires |  |  |
| <b>E. How many birth certificates do you want?</b>   |                       |  | <b>Fee</b>   |
| One certified birth certificate  |                       |  | \$26   |
| Additional copies are \$19 each <i>if you buy them at the same time as one purchased at \$26.</i>  |                       | # of additional copies   | \$19 each  |
| <b>How many VA birth certificates do you want?</b>   |                       |  | <i>Minnesota Statutes, section 197.63, subdivision 1</i> |
| VA birth certificates are for Veterans Affairs related purposes only   |                       | # VA certificates  | \$0  |
| <b>F. How do you want your request processed?</b>  |                       |  | <b>Fee</b>   |
| Standard – request processed in the order received   |                       |  | \$0  |
| <b>G. How do you want the certificates delivered to you?</b>   |                       |  | <b>Fee</b>   |
| Regular First Class Mail®  |                       |  | \$0  |
| <p><b>For UPS delivery, check here <input type="checkbox"/> to require a signature. Mille Lacs County and UPS are not responsible for deliveries that do not require a signature.</b> UPS will not deliver to PO boxes or APO addresses. If you want ups delivery to an address outside of the United States, you must include a UPS prepaid envelope when you submit your application and fees.</p> |                       |  |  |
| <b>Payment due (Must be at least \$26):</b>  |                       |  | <b>Amount due</b>  |
| <b>The amount you pay must cover the certificates and services you requested.</b>  |                       |  |  |
| <b>H. How do you want to pay?</b>  |                       | <b>Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.</b>  |  |
| <input type="checkbox"/> <b>Check</b><br>Check # _____   |                       | <b>Make check or money order payable to Mille Lacs County and send by mail with application. DO NOT SEND CASH.</b><br><br>Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i> |  |
| <input type="checkbox"/> <b>Money order</b><br>Money order # _____   |                       |  |  |
| <b>I. Send your application, check, money order, or credit card information</b>  |                       |  |  |
| <b>By mail (Do not send cash)</b>  |                       |  |  |
| Mille Lacs County Administrative Services Office - Vital Records<br>635 2nd Street SE<br>Milaca, MN 56353  |                       | The Mille Lacs County Administrative Services Office returns applications that are incomplete, not signed in front of a notary public, and not paid in full at the time of application.  |  |
| <i>If you have questions, please call 320-983-8218.</i>  |                       |  |  |