



# Birth Certificate Application

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

You must fill in the information we ask for on this form. We need the information to find the correct birth record and to make sure that you may receive the certificate. If we cannot find the birth record you asked for, we will send you a certified "Statement of No Birth Record Found". *Minnesota Rules, part 4601.2600*

## Information to find the requested birth record *Minnesota Rules, part 4601.2600, subpart 2*

Child/Subject	Child/subject first name		Child/subject middle name		Child/subject last name		Name suffix
	Date of birth (MM/DD/YYYY)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Minnesota city of birth		Minnesota county of birth		State of birth <b>MN</b>
Parents	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

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

Requester	Requester full name			Date of birth (MM/DD/YYYY)	Daytime phone (10-digit)	
	Requester mailing address – street			Apt/Unit #	Email	
				City	State	ZIP Code™

## 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 – 18 below. Records of children born to single mothers are "confidential" unless the mother chose to make the record public at the time of birth. Only the persons listed below in items 19 – 23 may obtain confidential birth certificates. *Minnesota Statutes, section 144.225, subdivisions 2 and 7.*

### "Public" birth records are available to individuals who meet any of the legal requirements in items 1-18

- 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 the subject; I am requesting my own birth record
- 9.  The legal custodian, guardian, or conservator of the subject (we need a certified copy of the court order that names you)
- 10.  The health care agent for the subject (we need a valid "health care power of attorney" document)
- 11.  Subject's personal representative (we need a notarized statement that says you need the birth certificate to administer the estate)
- 12.  Successor of the subject (subject is dead) (we need a notarized statement that says you need the birth certificate to administer the estate)
- 13.  Proof that you need a birth certificate for the determination or protection of a personal or property right
- 14.  Adoption agency — to complete post-adoption search (we need a copy of your Employee ID)
- 15.  Local/state/tribal or federal governmental agency (we need a copy of your Employee ID) (Best practice: wait for family to verify the record).
- 16.  Attorney – I represent the subject, or a person listed in items 1-14 above. **If you are a NON-Minnesota attorney, attach a copy of your attorney license.**  
My Minnesota Attorney License Number is:
- 17.  Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate
- 18.  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.

### "Confidential" birth records are available only under the conditions, or to the person, in items 19-23

- 19.  Parent named on the subject's record
- 20.  The legal custodian, guardian, or conservator of the subject (you need a certified copy of a court order naming you)
- 21.  The subject, when 16 years old or older
- 22.  Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, sections 124D.23; Minnesota Statutes, chapter 260E; and, tribal child support programs, Minnesota Statutes, section 144.225, subdivision 2, paragraph (f). (we need a copy of your Employee ID)
- 23.  Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate

## Requester's signature and signature of notary public

**I certify that the information on this application is correct and complete to the best of my knowledge.**

Requester's signature (Requester named above must sign here)		Notary Stamp/Seal
Signed or attested before me on: _____ day of _____, 20____		
Printed name of notary public		

BIRTH CERTIFICATE APPLICATION

Notary public signature		My commission expires	
<b>How many birth certificates do you want?</b>		<b>Fee</b>	<b>Subtotals</b>
One certified birth certificate		<b>\$26</b>	<b>\$26</b>
Added copies are \$19 each <i>if you buy them at the same time as one at \$26.</i>	# of added copies	<b>\$19 each</b>	
<b>How many VA birth certificates do you want?</b>		<i>Minnesota Statutes, section 197.63, subdivision 1</i>	
VA birth certificates are available free - <i>for Veterans Affairs related purposes only</i>		# VA certificates	<b>\$0</b>
<b>The amount you pay must cover the certificates and services you requested above.</b>		<b>Amount due</b>	
<b>NOTICE: Fees are payable at the time of application and are non-refundable. Minnesota Statutes, section 144.226.</b>		Payment due (Must be \$26 or more)	
<b>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>Credit card</b> MasterCard/VISA/Discover <b>**ADDITIONAL PROCESSING FEES WILL BE APPLIED**</b>	Cardholder name	Valid thru MM/YY	
	Card number	3-digit security code	
<input type="checkbox"/> <b>Check</b>	Check #	<b>Make check or money order payable to &lt;CVRO name&gt; and send by mail with application. DO NOT SEND CASH.</b>  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>	Money order #		
<b>Send your application and payment to:</b>			
<b>BY MAIL:</b> McLeod County Auditor-Treasurer Attention: License Center 520 Chandler Avenue North Glencoe, MN 55336  <b>United States Postal Express delivery is available – This is an <u>additional</u> fee of \$26.50</b>  <b>BY FAX: 320-864-3268</b>			
If you have questions, contact <a href="mailto:mcleod.auditor-treasurer@co.mcleod.mn.us">mcleod.auditor-treasurer@co.mcleod.mn.us</a> or call 320-8364-1311.			