

Noncertified Birth Record Application

Fill out this form to request a noncertified birth record printed on plain paper. Noncertified records are for information only.

Information to locate the birth record

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 MN
Parents	Parent one first name	Parent one middle name	Parent one last name	Last name before 1st marriage	Name suffix
	Parent two first name	Parent two middle name	Parent two last name	Last name before 1st marriage	Name suffix

Requester information – information about you

Requester	Requester name				
	Requester mailing address – street (UPS will not deliver to PO boxes or APO addresses)			Apt/Unit #	Daytime phone (10-digits)
	City	State	ZIP Code	Email	

Mandatory - Read the information below. Select one of the boxes. *Minnesota Statutes, section 144.225, subdivisions 2 and 7*

Records of children born to married parents are “public”; anyone can purchase a noncertified **public** birth record. Records of children born to single mothers are “confidential” unless the mother chose to make the record public at the time of birth. Noncertified confidential birth records are restricted to the persons listed in item three below.

- I want an image of the paper record for a birth in 2000 or before.
- I want a printout of a birth record that includes the subject’s name, date and place of birth, and the names of the subject’s parents. Health information is *not* included.
- Birth records of children born to unmarried mothers are confidential unless the unmarried mother chose to make the record public at the time of birth. The persons listed below are eligible to purchase noncertified **confidential** birth records. **Mark one of the boxes below. You must sign this application in front of a notary.**

<input type="checkbox"/> I am the subject of the record age 16 or older <input type="checkbox"/> I am a parent named on the record <input type="checkbox"/> I am the guardian of the subject (a certified copy of a court order naming you is required) <input type="checkbox"/> I am presenting your office with a certified copy of a court order issued by a U.S. court	<input type="checkbox"/> I represent a Minnesota program that administers child support, medical assistance, MinnesotaCare, and services under <i>Minnesota Statutes, sections 124D.23; Minnesota Statutes, chapter 260E</i> ; or a tribal child support program, <i>Minnesota Statutes, section 144.225</i> . (Employee ID is required)
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- I want a copy of the entire birth record including health information (available only for births 2001 to present). **Mark a box to the right** I am the mother named on the birth record I am a representative of local public health **You must sign this application in front of a notary.**

Requester’s signature and notary’s information

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

Requester signature	Notary stamp/seal
Signed or attested before me on: _____ day of _____, 20_____	
Printed name of notary public	
Notary public signature	My commission expires:

PENALTIES: Any person, who willingly and knowingly, without authority, and with intent to deceive, obtains a vital record, is guilty of a gross misdemeanor (Minnesota Statutes, section 144.227).

Requester name:			
Document requested	# copies	Fee	Subtotal
One noncertified birth record	1	\$13	\$13
How many extra copies do you want?	# extra copies	Fee	Cost for extra copies
Extra copies cost \$6 each <i>if you buy them when you purchase one at \$13.</i>		X \$6 each	
Total due			Total due
You must pay the full amount for the noncertified records and services that you requested. Fees are due at the time of application and are non-refundable. <i>Minnesota Statutes, section 144.226.</i>		Total due = \$13 + cost of additional copies (if any) + processing fee (if any) + delivery fee (if any)	
How do you want to pay?			
<input type="checkbox"/> Credit card MasterCard/VISA/Discover (additional fee of \$1.50 applies)	Cardholder name	Valid thru MM/YY	
	Card number	3-digit security code	
<input type="checkbox"/> Check Check # _____		Make your check or money order payable to: Stevens County Recorder. Send by mail with application. DO NOT SEND CASH. 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"/> Money order # _____			
Send your application and payment:			
By mail - Stevens County Recorder's Office 400 Colorado Avenue, Suite 305 Morris, MN 56267		We will return applications that are incomplete, not signed in front of a notary public, or not paid in full at the time of the application. The certified copies requested will be returned by mail to the address listed.	
By fax - 320-589-7112			
By email – recordergroup@co.stevens.mn.us			
If you have questions, please contact us at 320.208.6565			