

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*

Section A 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 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

Section B 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		Email	
	City/state/zip			

Section 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 – 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, sub. 2 and 7.*

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

- | | | |
|--|--|--|
| 1. <input type="checkbox"/> A parent named on the subject's record | 2. <input type="checkbox"/> A grandparent of the subject | 3. <input type="checkbox"/> A great grandparent of the subject |
| 4. <input type="checkbox"/> A child of the subject | 5. <input type="checkbox"/> A grandchild of the subject | 6. <input type="checkbox"/> 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 who requires the birth certificate for administration of the subject's estate
12. Successor of a deceased subject who requires the birth certificate for administration of the subject's 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 Minnesota Attorney License Number is: _____ of your attorney license.**
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

Signature (application must be signed in front of a notary if applying by mail, fax or email)

I certify that the information provided on this application is correct and complete to the best of my knowledge. It is unlawful to give false information to get a birth certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227

Requester's signature (Signature must match the name of the requester)	
X	Date

BIRTH CERTIFICATE APPLICATION

Person completing this application – the requester:			
Section D Signature of notary public			
Signed or attested before me on: _____ day of _____, 20_____		Notary Stamp/Seal	
Printed name of notary public			
Notary public signature	My commission expires		
Section E How many birth certificates do you want?		Fee	Subtotals
One certified birth certificate		\$26	\$26
Added copies are \$19 each <i>if you buy them at the same time as one at \$26.</i>		\$19 each	
	# of added copies		
Section F How many VA birth certificates do you want?		<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	\$0
Section G How do you want to pay?		Fees are due with the application and are non-refundable.	
<i>Minnesota Statutes, section 144.226.</i>			
<input type="checkbox"/> Credit card MasterCard/VISA/Discover (additional fee of 2.5% with a minimum of \$1.50 applies)	Cardholder name	Valid thru MM/YY	
	Card number	3-digit security code	
<input type="checkbox"/> Check Check # _____		Make check or money order payable to: Stevens County Recorder and 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 Money order # _____			
Section H Send your application and payment			
By mail	Stevens County Recorder 400 Colorado Ave. 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 application. The copies requested will be returned by mail to the address listed on application.	
By email	recordergroup@co.stevens.mn.us (Application with credit card information only)		
By FAX	320-589-7112 (Application with credit card information only)		
If you have questions, contact recordergroup@co.stevens.mn.us or call us at 320-208-6565			