



# 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 <input type="radio"/> Female <input type="radio"/> Male		Minnesota city of birth		Minnesota county 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 <small>(United Parcel Service (UPS) will not deliver to PO boxes or APO addresses.)</small>			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.  I am requesting my own birth record
2.  A grandparent of the subject
3.  A great-grandparent of the subject
4.  A parent named on the subject's record
5.  A grandchild of the subject
6.  A great-grandchild of the subject
7.  A child of the subject
8.  Spouse of the subject (You must be the current spouse)
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>	<b>Subtotals</b>
One certified birth certificate		\$26	<b>\$26</b>
Additional copies are \$19 each <i>if you buy them at the same time as one purchased at \$26.</i>		\$19 each	
		# of additional copies	
<b>F. 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>G. How do you want the certificates delivered to you?</b>		<b>Fee</b>	<b>Choose delivery</b>
Regular First Class Mail®		\$0	
<b>For delivery to an address outside the United States, you must include a prepaid envelope when you submit your application and fees.</b>			
<b>The amount you pay must cover the certificates and services you requested above.</b>		Payment due (Must be \$26 or more)	<b>Amount due</b>
<b>H. How do you want to pay?</b>		<i>Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.</i>	
<input type="checkbox"/> <b>Check</b> Check # _____		<b>Make check or money order payable to the Rice County Recorder's Office 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>I. Send your application, check or money order</b>			
<b>By mail (Do not send cash)</b>  Rice County Recorder 320 NW 3 <sup>rd</sup> Street Faribault, MN 55021		The Rice County Recorder's 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 contact the Recorder's office at 507-332-6114.</i>			