



# Birth Certificate Request

The law requires you to provide information to order a birth certificate, *Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600*. It is against the law 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*.

**Information to find the requested 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 <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**

Requester	Requester full name			Date of birth (MM/DD/YYYY)		Daytime phone (10-digit)		
	Requester street address			Apt/Unit #		Email		
				City		State		Zip code

**REQUIRED — 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.

**“Public” birth certificates 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 certificates 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

BIRTH CERTIFICATE REQUEST

<b>REQUIRED – Sign this form in front of a notary public</b>			
<i>I certify that the information provided on this application is correct 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
Notary	Signed or attested before me on: _____ day of _____, 20____		
	Printed name of notary public _____		
	Notary public signature _____	My commission expires _____	
<b>Fees and certificate(s) request</b>		<b>Fee</b>	
First birth certificate		<b>\$26</b>	<b>\$26</b>
Additional birth certificates	# of extra copies _____	<b>\$19 each</b>	
Veteran's Affairs (VA) birth certificate (for VA purposes only)	# of copies _____	<b>\$0</b>	
<b>Processing</b>			
Standard — request processed in the order received		<b>\$0</b>	
Expedite — request handled ahead of standard requests ( <i>doesn't include delivery</i> )		<b>\$20</b>	
<ul style="list-style-type: none"> <li>▪ <b>Anoka County Vital Records is not responsible for deliveries that do not require a signature.</b></li> <li>▪ For delivery outside the United States, you must supply a <b>prepaid</b> express delivery envelope with your application.</li> </ul>			
<b>Total due</b>		<i>Fees are due with the application and are non-refundable.</i>	
<b>Payment method</b>			
<input type="checkbox"/> <b>Check</b>	Check # _____	<b>Make check or money order payable to Anoka County. DO NOT SEND CASH.</b> Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties.	
<input type="checkbox"/> <b>Money order</b>	Money order# _____		
<b>Send your application and payment to:</b>			
<b>Anoka County</b> <b>Vital Records</b> 2100 3rd Ave Anoka MN 55303		<b>Office Use Only:</b> ID Viewed _____ ID # _____ DCN # _____ Deputy _____	
If you have <b>questions</b> , contact Anoka County Vital Records at <a href="mailto:RS-VitalStats@anokacountymn.gov">RS-VitalStats@anokacountymn.gov</a> or call 763-324-1360.			