

Birth Certificate Request

Use this form to order a birth certificate for a person born in Minnesota. *It's illegal to give false information to obtain a vital record, and it may subject you to fines, jail time, or both (Minnesota Statutes 144.227)*

Information to find the requested birth record				Minnesota Rules 4601.2600	
Child/Subject	Child/subject first name	Child/subject middle name	Child/subject last name		
	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 1 st marriage	
	Parent two first name	Parent two middle name	Parent two last name	Last name before 1 st marriage	
REQUIRED – Requester information				Minnesota Rules, part 4601.2600	
Requester full name		Date of birth (MM/DD/YYYY)		Daytime phone (10-digit)	
Requester street address		Apt/Unit #	Email		
		City		State	ZIP Code
REQUIRED — Mark the boxes that describe your relationship to the subject of the record				Minnesota Statutes 144.225	
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 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. <input type="checkbox"/> Spouse of the subject (You must be the current spouse)		8. <input type="checkbox"/> I am the subject; I am requesting my own birth record			
9. <input type="checkbox"/> The legal custodian, guardian, or conservator of the subject (we need a copy of the court order that names you)					
10. <input type="checkbox"/> The health care agent for the subject (we need a valid "health care power of attorney" document)					
11. <input type="checkbox"/> Subject's personal representative who requires the birth certificate for administration of the subject's estate					
12. <input type="checkbox"/> Successor of a deceased subject who requires the birth certificate for administration of the subject's estate					
13. <input type="checkbox"/> Person who demonstrates a need for a birth certificate to determine or protect a personal or property right					
14. <input type="checkbox"/> Adoption agency — to complete post-adoption search (we need a copy of your Employee ID)					
15. <input type="checkbox"/> 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. <input type="checkbox"/> Attorney — I represent the subject, or a person listed in items 1-14 above.					
My Minnesota Attorney License Number is: _____ If you are a NON-Minnesota attorney, attach a copy of your attorney license.					
17. <input type="checkbox"/> Pursuant to a valid copy of a U.S. court order (not a subpoena) releasing the certificate					
18. <input type="checkbox"/> 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. <input type="checkbox"/> Parent named on the subject's record					
20. <input type="checkbox"/> The legal custodian, guardian, or conservator of the subject (you need a copy of a court order naming you)					
21. <input type="checkbox"/> The subject, when 16 years old or older					
22. <input type="checkbox"/> 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. <input type="checkbox"/> Pursuant to a valid copy of a U.S. court order (not a subpoena) releasing the certificate					

Requester's name:

Sign this form in front of a Notary Public if you are applying by MAIL

Minnesota Rules 4601.2600

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

Requester signature

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

Fees and record request		Fee	
Certified Birth Certificate (first copy)		\$26	
Additional copies	# of copies	\$19 each	
Veteran's Affairs (VA) certificate (for VA purposes only)	1 copy	\$0	

Total due

Fees are due with the application and are nonrefundable.

Payment method

<input type="checkbox"/> Check	Check #	Make check or money order payable to Benton County Recorder. DO NOT SEND CASH. Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties (Minnesota Statutes 604.113).
<input type="checkbox"/> Money order	Money order #	

Send your request and payment to:	Questions?
Benton County Recorder 531 Dewey Street PO Box 129 Foley, MN 56329	Contact Benton County Recorder at recorder@co.benton.mn.us or 320-968-5037