



# Birth Certificate Request

*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*

<b>Child/Subject</b>	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 <b>MN</b>
<b>Parents</b>	Parent one first name	Parent one middle name	Parent one last name	Last name before 1 <sup>st</sup> marriage	
	Parent two first name	Parent two middle name	Parent two last name	Last name before 1 <sup>st</sup> marriage	

**REQUIRED – Requester information** *Minnesota Rules 4601.2600*

<b>Requester</b>	Requester full name		Date of birth (MM/DD/YYYY)	Daytime phone (10-digit)	
	Requester street address <small>(Express delivery will not deliver to PO boxes or APO addresses.)</small>		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<br>4. <input type="checkbox"/> A child of the subject<br>7. <input type="checkbox"/> Spouse of the subject (You must be the current spouse)<br>9. <input type="checkbox"/> The legal custodian, guardian, or conservator of the subject (we need a certified copy of the court order that names you)<br>10. <input type="checkbox"/> The health care agent for the subject (we need a valid “health care power of attorney” document)<br>11. <input type="checkbox"/> Subject’s personal representative (we need a notarized statement that says you need the birth certificate to administer the estate)<br>12. <input type="checkbox"/> Successor of the subject (subject is dead) (we need a notarized statement that says you need the birth certificate to administer the estate)<br>13. <input type="checkbox"/> Proof that you need a birth certificate for the determination or protection of a personal or property right<br>14. <input type="checkbox"/> Adoption agency — to complete post-adoption search (we need a copy of your Employee ID)<br>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 record)<br>16. <input type="checkbox"/> Attorney – I represent the subject, or a person listed in items 1-14 above. <b>If you are a NON-Minnesota attorney, attach a copy of your attorney license.</b><br>My Minnesota Attorney License Number is: | 2. <input type="checkbox"/> A grandparent of the subject<br>5. <input type="checkbox"/> A grandchild of the subject<br>8. <input type="checkbox"/> I am the subject; I am requesting my own birth record | 3. <input type="checkbox"/> A great grandparent of the subject<br>6. <input type="checkbox"/> A great-grandchild of the subject |
|--|--|---|
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

