



MINNESOTA BIRTH RECORD APPLICATION – CERTIFICATE OF BIRTH

This application must be signed in the presence of a notary public.

If boxes are incomplete, the application may not be processed.

If you have questions, please e-mail jmeixner@co.steele.mn.us or call 507-444-7490.

PART I: Name on Birth Record					
FIRST NAME		MIDDLE NAME		LAST NAME	
BIRTH MONTH	BIRTH DAY	BIRTH YEAR	SEX	CITY and COUNTY OF BIRTH	
MOTHER'S FIRST NAME		MIDDLE NAME		MAIDEN NAME	
FATHER'S FIRST NAME		MIDDLE NAME		LAST NAME	
PART II: What is your relationship to the subject? (Please check only ONE.)					
<input type="checkbox"/> I am the subject.		<input type="checkbox"/> I am the parent listed on the record.			
<input type="checkbox"/> I am the child of the subject.		<input type="checkbox"/> I am the grandparent of the subject.			
<input type="checkbox"/> I am the spouse of subject.		<input type="checkbox"/> I am the grandchild of the subject.			
<input type="checkbox"/> I am the party responsible for filing the birth record.					
<input type="checkbox"/> I am the legal custodian, guardian or conservator of the subject. (Must present certified copy of court order.)					
<input type="checkbox"/> I am a personal representative and the certified copy is required for the administration of the estate.					
<input type="checkbox"/> I have documentation that the record is necessary for the determination or protection of personal or property rights.					
<input type="checkbox"/> I am a designated health care agent by power of attorney. (Must enclose notarized power of attorney.)					
<input type="checkbox"/> I represent an adoption agency and the record is needed to complete a confidential post-adoption search.					
<input type="checkbox"/> I am an attorney and I have attached proof of my licensure.					
<input type="checkbox"/> I am presenting your office with a court order issued by a court of competent jurisdiction.					
<input type="checkbox"/> I represent a local, state, or federal governmental agency and the vital record is necessary for the governmental agency to perform its authorized duties.					
<input type="checkbox"/> I am a representative authorized by a person listed above. (Must enclose a notarized statement.)					
PURPOSE FOR YOUR REQUEST:					
PART III: Person applying:					
APPLICANT'S FIRST NAME		MIDDLE NAME		LAST NAME	DATE OF BIRTH
MAILING STREET ADDRESS (If using a Post Office Box Number you must include a street address)					
CITY		STATE	ZIP	DAYTIME PHONE NUMBER	
E-MAIL ADDRESS					
The information requested on this application, is required by Minnesota Statutes, section 144.225, subdivision 7 and Minnesota Rules, part 4601.2600.					
PENALTIES: Any person who willfully and knowingly provides false information for a certified vital record may be sentenced up to 1 year in jail or a fine of up to \$3000 or both. (Minnesota Statutes section 144.227 and section 609.02, subdivision 3 and 4).					
I certify that the information I provided on this application is accurate and complete to the best of my knowledge. *** You MUST sign and date this before a notary public. ***					
SIGNATURE:				DATE:	
Please attach a copy of your valid Driver's license or State issued Identification card.					
SIGNATURE OF NOTARY PUBLIC:				DATE:	
MY COMMISSION EXPIRES:			NOTARY STAMP/SEAL:		



Certificate of Birth Fee Worksheet

FEE INFORMATION				
Print name of person applying as it appears on the application:		FIRST	MIDDLE	LAST
Number Requested	Item		Fee for each	Total
	Per certificate for each birth record		\$26	\$
	Additional fee for same certificate in the same order		\$19	\$
	Optional - Postal Express Mail Service is \$18.95 for most deliveries. Higher rates apply to: <ul style="list-style-type: none"> • Saturday delivery • International service • Alaska and Hawaii deliveries 		\$18.95	
Total amount included:				\$
Money Order ONLY: Make payable to the STEELE COUNTY RECORDER				

Mail the completed, signed and notarized application form, birth certificate fee worksheet, copy of your valid driver's license or state issued ID, money order to:

Steele County Recorder
Vital Statistics
630 Florence Ave
PO Box 890
Owatonna MN 55060

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