

Birth Certificate Application

Complete this form to order a certified copy of a Minnesota birth certificate.

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 locate the requested birth record

Subject	Subject's first name		Subject's middle name		Subject's last name		Name suffix
	Subject's date of birth (mm/dd/yyyy)		<input type="checkbox"/> Female <input type="checkbox"/> Male	Subject's city of birth		Subject's county of birth	
Parents	Parent one - first name		Parent one - middle name	Parent one - last name		Last name before 1 st marriage	Name suffix
	Parent two - first name		Parent two middle name	Parent two last name		Last name before 1 st marriage	Name suffix

Person completing this application

Requester name				Requester date of birth (mm/dd/yyyy)			
Requester mailing address – Street			Apt/Unit #	City		State	ZIP
United Parcel Service (UPS) will not deliver to PO boxes or APO addresses.			Requester daytime phone		Requester email		

Information about birth certificates: Most Minnesota vital record information is public information. When a record is public, information and certificates are available to individuals who meet the legal requirements in items 1 - 19 below. Other vital record information is confidential. Data about the birth of a child to a woman who was not married to the child's father when that child was conceived or born are confidential, unless the mother chooses to make the record public when the birth is registered. When a record is confidential, information and birth certificates are restricted to those persons listed below in items 20 – 24.

MANDATORY — Check the boxes below that describe your relationship to the subject of the record:

Birth certificates available to individuals who meet any of the legal requirements in items 1-19 below (Public records)

- | | | |
|---|--|--|
| 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"/> The subject of the vital record (I am requesting my own birth record) | | |
| 9. <input type="checkbox"/> Party responsible for filing the record (generally a health professional or birth attendant) | | |
| 10. <input type="checkbox"/> The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required) | | |
| 11. <input type="checkbox"/> The health care agent for the subject (health care power of attorney is required) | | |
| 12. <input type="checkbox"/> Subject's personal representative; a certified copy is needed to administer the estate | | |
| 13. <input type="checkbox"/> Successor of the subject (subject is dead); the certified copy is needed to administer the estate | | |
| 14. <input type="checkbox"/> Determination or protection of a personal or property right and proof that birth certificate is needed | | |
| 15. <input type="checkbox"/> Adoption agency — to complete post-adoption search (Employee ID is required) | | |
| 16. <input type="checkbox"/> Local/state/federal governmental agency (Employee ID is required) | | |
| 17. <input type="checkbox"/> Attorney – my Minnesota Attorney License Number is: _____ | | NON-Minnesota license? Affix a copy |
| 18. <input type="checkbox"/> Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate | | |
| 19. <input type="checkbox"/> Authorized representative listed in 1-18 above (a signed statement from the person authorizing release to you is required) | | |

Birth certificates available only under the conditions or to the persons named below (Confidential records)

- | | | |
|---|---|--|
| 20. <input type="checkbox"/> Parent named on the subject's record | 21. <input type="checkbox"/> The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required) | 22. <input type="checkbox"/> The subject, when 16 years or older |
| 23. <input type="checkbox"/> Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, sections 124D.23 and 626.556. (Employee ID is required) | | |
| 24. <input type="checkbox"/> Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate | | |

Signature and Notary (application must be signed in front of a notary if applying by mail or fax)

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

Requester's signature		Notary Stamp/Seal
Signed or attested before me on: _____ day of _____, 20_____		
Notary public signature	My commission expires	

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Complete this form to order a certified copy of a Minnesota birth certificate.

How many certificates do you want?	Request	Fee	Total
One birth certificate sent by First Class Mail®.	1	\$26	\$26
How many <i>additional</i> certificate(s) do you want to purchase for this birth record now?		\$19 each	
NOTICE: Fees are payable at the time of application and are non-refundable. <i>Minnesota Statutes, section 144.226.</i>			Total amount due: Amount must be at least \$26.

If I am not eligible to receive the certificate I requested, Steele County Recorder's Office will contact me. I give Steele County Recorder's Office permission to apply my payment to a follow up application.

How do you want to pay?	
<input type="checkbox"/> Credit card MasterCard/VISA/Discover	<p style="color: red; text-align: center;">Once we receive the application we will call the phone number listed on the application for credit card payment.</p> <p style="color: red; text-align: center;">**If paying by credit card a \$1.50 convenience fee per birth certificate will be charged.**</p>
<input type="checkbox"/> Money order Money order # _____	

Send application and payment to:

Steele County Recorder
PO Box 890
630 Florence Ave.
Owatonna, MN 55060

We accept applications to be faxed to 507-444-7470, emailed to record@co.steele.mn.us

If you have **questions**, please contact us at record@co.steele.mn.us or call 507-444-7490.