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

<table>
<thead>
<tr>
<th>Subject</th>
<th>First name</th>
<th>Middle name</th>
<th>Last name before 1st marriage</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date of birth (mm/dd/yyyy)</td>
<td>☐ Female</td>
<td>City of birth</td>
<td>County of birth</td>
</tr>
<tr>
<td></td>
<td>☐ Male</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents</th>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Last name before 1st marriage</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person completing this application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>__ __ / __ __ / __ __ __ __</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address – Street</th>
<th>Apt/Unit #</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Parcel Service (UPS) will not deliver to PO boxes or APO addresses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daytime phone | 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 - 14 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. When a record is confidential, information and birth certificates are restricted to those persons listed below in items 15 - 19.

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 1-14 below (Public records)

- ☐ 1. The subject of the vital record (I am requesting my own birth record)
- ☐ 2. A child, grandchild or great-grandchild of the subject
- ☐ 3. Spouse of the subject (You must be the current spouse)
- ☐ 4. A parent named on the subject’s record, or a grandparent or great-grandparent of the subject
- ☐ 5. Party responsible for filing the record (generally a health professional or birth attendant)
- ☐ 6. The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
- ☐ 7. The health care agent for the subject (health care power of attorney is required)
- ☐ 8. Subject’s personal representative, with sworn affidavit, if certified copy needed to administer the estate
- ☐ 9. Successor of the subject, only if subject is dead and certified copy is needed to administer the estate
- ☐ 10. Determination or protection of a personal or property right and proof that birth certificate is needed
- ☐ 11. Adoption agency — to complete post-adoption search (Employee ID is required)
- ☐ 12. Local/state/federal governmental agency (Employee ID is required)
- ☐ 13. Attorney – my Minnesota Attorney License Number is: ________________ NON-Minnesota license? Affix copy
- ☐ 14. Authorized representative listed in 1-13 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)

- ☐ 15. Parent named on the subject’s record
- ☐ 16. The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
- ☐ 17. The subject, when 16 years or older
- ☐ 18. The Minnesota Department of Human Services, under certain circumstances
- ☐ 19. Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate
Certified Copy of Birth Certificate Request
Complete this form to order a certified copy of a Minnesota birth certificate.

Person completing this application - the requester:

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

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

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

Requester’s signature

Notary Stamp/Seal

Signed or attested before me on: ______ day of ______________________, 20____.

Notary public signature

My commission expires

Request and Payment Information

<table>
<thead>
<tr>
<th>Request</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One birth certificate sent by First Class Mail®.</td>
<td>1</td>
<td>$26</td>
</tr>
</tbody>
</table>

How many additional certificate(s) do you want to purchase for this birth record now? $19 each

Total amount due:

Amount must be at least $26.

Type of payment

☐ Credit card
MasterCard/VISA/Discover/American Express

☐ Check
Check # ___________________

☐ Money order
Money order # ___________________

Payable to Big Stone County Recorder and sent by mail with application
Checks returned for non-payment will result in a $30 charge to you. You could also face civil penalties. Minnesota Statutes, section 604.113, subdivision 2.

Cardholder name

Card number

3-digit security code

Expiration date

Send application and payment to:

Big Stone County Recorder
and Office of Vital Statistics
20 Second Street SE, Ste 106
Ortonville, MN  56278

OR Email to: Elaine.Martig@co.big-stone.mn.us

OR Fax to: 320.839.6394

If you have questions, please contact us at 320.839.6390.