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*

Child/Subject	Child/subject first name	Child/subject middle name	Child/subject last name		
	Date of birth (MM/DD/YYYY)	Sex ☐ Female ☐ 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 1st marriage	
	Parent two first name	Parent two middle name	Parent two last name	Last name before 1st marriage	

REQUIRED – Requester information *Minnesota Rules 4601.2600*

Requester	Requester full name	Date of birth (MM/DD/YYYY)	Daytime phone (10-digit)
	Requester street address (Express delivery will not deliver to PO boxes or APO addresses.)	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. ☐ A parent named on the subject's record
2. ☐ A grandparent of the subject
4. ☐ A child of the subject
5. ☐ A grandchild ofthe subject
7. ☐ Spouse of the subject (You must be thecurrent spouse)
8. ☐ I am the subject; I am requesting my own birth record
9. ☐ The legal custodian, guardian, or conservator of the subject (we need a certified copy of the court order that names you)
10. ☐ The health care agent for the subject (we need a valid "health care power of attorney" document)
11. ☐ Subject's personal representative (we need a notarized statement that says you need the birth certificate to administer the estate)
12. ☐ Successor of the subject (subject is dead) (we need a notarized statement that says you need the birth certificate to administer the estate)
13. ☐ Proof that you need a birth certificate for the determination or protection of a personal or property right
14. ☐ Adoption agency — to complete post-adoption search (we need a copy of your Employee ID)
15. ☐ Local/state/tribal or federal governmental agency (we need a copy of your Employee ID) (Best practice: wait for family to verify record)
16. ☐ 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. ☐ 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

Requester's name:

REQUIRED – Sign this form in front of a notary public *Minnesota Rules 4601.2600*

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

Requester's signature (Signature must match the name of the requester on page one.)

Notary

Signed or attested beforeme on: day of , 20

Printed name of notary public

Notary public signature | My commission expires

Notary Stamp/Seal

How many certificates do you want?	Request	Fee	Total
One certified birth certificate sent by USPS	1	$26	$26
How many additional certificates do you want to purchase for this birth record now?		$19 each	
Veteran's Affairs (VA) birth certificate (for VA purposes only)		$0	

Processing	Fee
Standard	**$0**
Expedite (2 business days)	$20

Shipping	Fee
Regular first-class mail	**$0**
Express mail available (call for current rate 507-444-7450)	

- **The Steele County Recorder and the express delivery service are not responsible for deliveries that do not require a signature.**

Total due *Fees are due with the application and are non-refundable.*

Payment method

☐ **Credit card** MasterCard/VISA/Discover

Cardholder name | Valid thru (MM/YY)

Card number | 3-digit code

☐ **Check** Check #

☐ **Money order** Money order#

Make check or money order payable to Steele 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. MN Statute, section 604.113, subd. 2.

Send your application and payment to:

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

Email: recorder@steelecountymn.gov

Fax: 507-444-7459 (application with payment via credit card) Phone 507-444-7450