

Birth Certificate Application

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

You must fill in the information we ask for on this form. We need the information to find the correct birth record and to make sure that you may receive the certificate.

Section A Information to find the requested birth record <i>Minnesota Rules, part 4601.2600, subpart 2</i>					
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 1 st marriage
	Parent two first name		Parent two middle name	Parent two last name	Last name before 1 st marriage
Name suffix					
Section B Requester - person completing this application <i>Minnesota Rules, part 4601.2600, subpart 3</i>					
Requester	Requester full name			Date of birth (MM/DD/YYYY)	Daytime phone (10-digit)
	Requester mailing address – street			Apt/Unit #	Email
				City	State ZIP Code™
Section C MANDATORY — Check the boxes below that describe your relationship to the subject of the record:					
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. <i>Minnesota Statutes, section 144.225, subdivisions 2 and 7.</i>					
“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 3. ☐ A great grandparent of the subject 4. ☐ A child of the subject 5. ☐ A grandchild of the subject 6. ☐ A great-grandchild of the subject 7. ☐ Spouse of the subject (You must be the current 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 the record). 16. ☐ Attorney — I represent the subject, or a person listed in items 1-14 above. If you are a NON-Minnesota attorney, attach a copy of your attorney license. My Minnesota Attorney License Number is: 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					

BIRTH CERTIFICATE APPLICATION

Requester's signature and signature of notary public			
<i>I certify that the information on this application is correct and complete to the best of my knowledge. It is unlawful to give false information to get a birth certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227.</i>			
Requester's signature (Signature must match the name of the requester on page one)			Notary Stamp/Seal
Signed or attested before me on: _____ day of _____, 20____			
Printed name of notary public			
Notary public signature		My commission expires	
Request and Payment Information			Fee
One certified birth certificate			\$26
Added copies are \$19 each <i>if you buy them at the same time as one at \$26.</i>			\$19 each
How do you want us to send your documents back to you?			
Postal Express (optional.) This is an additional fee that applies only to method of delivery.			\$27.10
Total amount due			
How do you want to pay?			
☐ Credit card MasterCard/VISA/Discover		Once we receive the application we will call the phone number listed on the application for credit card payment. There will be an additional fee for using a card for payment.	
☐ Check		Make check or money order payable to the Steele County Recorder and send by mail with application. DO NOT SEND CASH. Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i>	
Check # _____			
☐ Money order		Money order # _____	
Send your application and payment			
By mail		Steele County Recorder	
(Do not send cash)		PO Box 890	
		Owatonna, MN 55060	
By Fax		507-444-7459 (Application with payment via credit card)	
By Email		recorder@co.steele.mn.us (Application with payment via credit card)	
If you have questions, contact recorder@co.steele.mn.us or call 507-444-7450.			