



Birth Certificate Application

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

You are required to provide the information requested on this form and pay the required fees to obtain a birth certificate. If we cannot locate the record with the information you provide, we will send you a certified "Statement of No Birth Record Found". It is unlawful 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

Form with fields for Subject (first name, middle name, last name, date of birth, sex, city, county) and Parents (first name, middle name, last name, last name before 1st marriage, name suffix).

Requester - person completing this application Minnesota Rules, part 4601.2600, subpart 3

Form with fields for Requester name, date of birth, mailing address (street, apt/unit, city, state, zip), daytime phone, and email.

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 1–19 below. Records of children born to single mothers are "confidential" unless the mother chooses to make the record public at the time of birth.

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

- List of 19 checkboxes for public records eligibility, including: A parent named on the subject's record, A grandparent of the subject, A great-grandparent of the subject, etc.

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

- List of 5 checkboxes for confidential records eligibility, including: Parent named on the subject's record, The legal custodian, guardian or conservator of the subject, etc.

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.

Form for signature and notary, including fields for Requester's signature, Notary Stamp/Seal, and Notary public signature.

FOR OFFICE USE ONLY: DL Initials DCN # Tran # Cash/Check # # of Certs Total \$



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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	
<b>NOTICE: Fees are payable at the time of application and are non-refundable.</b> <i>Minnesota Statutes, section 144.226.</i>		<b>Total amount due:</b> Amount must be at least \$26.	

If I am not eligible to receive the certificate I requested, the Carver County Vitals will contact me.

### How do you want to pay?

<input type="checkbox"/> <b>Credit card</b> MasterCard/VISA/Discover	Cardholder name	Expiration date
	Card number	3-digit security code
<input type="checkbox"/> <b>Check</b> Check # _____	<b>Make your check or money order payable to Carver County. DO NOT SEND CASH.</b>  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>	
<input type="checkbox"/> <b>Money order</b> Money order # _____		

### Send application and payment to:

**Carver County Vitals**  
600 E 4<sup>th</sup> St  
Chaska MN 55318

**Via Email: (accepted if paying via credit card only)**  
custsvc@co.carver.mn.us

If you have **questions**, please contact us at custsvc@co.carver.mn.us or call 952-361-1910.