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. If we cannot find the birth record you asked for, we will send you a certified “Statement of No Birth Record Found”. *Minnesota Rules, part 4601.2600*

| Information to find the requested birth record |  
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child/Subject | Child/Subject first name | Child/Subject middle name | Child/Subject last name | Name suffix |
| Date of birth (MM/DD/YYYY) | Sex | Minnesota city of birth | Minnesota county of birth | State of birth |
| Parents | Parent one first name | Parent one middle name | Parent one last name | Last name before 1st marriage | Name suffix |
| | Parent two first name | Parent two middle name | Parent two last name | Last name before 1st marriage | Name suffix |

| Requester - person completing this application |  
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

**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. *Minnesota Statutes, section 144.225, subdivisions 2 and 7.*

**“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 who requires the birth certificate for administration of the subject’s estate  
12. ☐ Successor of a deceased subject who requires the birth certificate for administration of the subject’s estate  
13. ☐ Person who demonstrates a need for a birth certificate to determine or protect 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: ____________________________

**“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 signature

*Form revised 6/2023*