



Noncertified Birth Record Request

Use this form to request a noncertified (informational only) Minnesota birth record on plain paper. *It's illegal to give false information to obtain a vital record, and it may subject you to fines, jail time, or both.*

Information to find the birth record

Child/Subject	Child/subject first name		Child/subject middle name		Child/subject last name	
	Date of birth (MM/DD/YYYY)	Sex <input type="checkbox"/> Female <input type="checkbox"/> 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		

Requester information

Requester name				
Requester street address			Apt/Unit #	Daytime phone (10-digits)
City	State	ZIP Code	Email	

REQUIRED — Choose from the options below

Records of children born to married parents are “public”; anyone can buy a noncertified **public** birth record. Records of children born to single mothers are “confidential” unless the mother chose to make the record public.

- ☐ I want an image of the paper record for a birth in 2000 or before.
- ☐ I want a printout of a birth record that includes the subject's name, date and place of birth, and the names of the subject's parents. The printout *does not show* health information.
- Birth records of children born to unmarried mothers are confidential unless the unmarried mother chose to make the record public at the time of birth. The persons listed below are eligible to buy noncertified **confidential** birth records. **Check one box:**

<input type="checkbox"/> I am the subject of the record age 16 or older	<input type="checkbox"/> I act for a Minnesota program that administers child support, medical assistance, MinnesotaCare, and services under <i>Minnesota Statutes, section 124D.23; Minnesota Statutes, chapter 260E</i> ; or a tribal child support program, <i>Minnesota Statutes, section 144.225</i> . (Must show employee ID)
<input type="checkbox"/> I am a parent named on the record	
<input type="checkbox"/> I am the guardian of the subject (you must show a copy of the court order that names you)	
<input type="checkbox"/> I am presenting your office with a valid copy of a court order issued by a U.S. court	
- ☐ I want a copy of the entire birth record including health information (available only for births 2001 to present).
Choose one: ☐ I am the mother named on the birth record ☐ I am a representative of local public health

Requester's signature

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

Requester signature	Date signed
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Requester's name:			
Requester's signature and notarization		<i>Minnesota Rules 4601.2600</i>	
<i>I certify that the information provided on this form is accurate and complete to the best of my knowledge.</i>			
Requester signature			
Notary	Signed or attested before me on: _____ day of _____, 20____		Notary stamp/seal
	Printed name of notary public		
	Notary public signature	My commission expires:	
Fees and record request			Fee
Birth Certificate (first copy)			\$13
Additional copies		# of copies	\$6 each
<ul style="list-style-type: none"> For express delivery or delivery outside the United States, you must supply a prepaid express delivery envelope with your application. 			
Total due			<i>Fees are due with the application and are nonrefundable.</i>
Payment method			
<input type="checkbox"/> Credit card MasterCard/Visa/Discover	Cardholder name		Valid thru MM/YY
	Card number		3-digit security code
<input type="checkbox"/> Check	Check #	Make check or money order payable to Dakota County. 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 604.113</i>).	
<input type="checkbox"/> Money order	Money order #		
Send your request and payment to:		Questions?	
Northern Service Center Service Desk 1 Mendota Rd W Ste 130 West Saint Paul, MN 55118		Contact Dakota County Northern Service Center at nscservicedesk@co.dakota.mn.us or 651-554-6531	