



MORRISON COUNTY

Morrison County will provide cost effective, high quality services to county residents in a friendly and respectful manner.

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 Minnesota Rules, part 4601.2600, subpart 2

Form with fields for Child/subject first name, middle name, last name, name suffix, date of birth, sex, Minnesota city of birth, Minnesota county of birth, state of birth (MN), parent one and two names, and last names before marriage.

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

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



Section D Sign this form in front of a Notary Public if you are applying by MAIL or FAX.			
<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		
Section E How many birth certificates do you want?		Fee	Subtotals
One certified birth certificate		\$26	\$26
Additional copies (if purchased at this time)		\$19 each	
Section F VA Birth Certificates contact:		<i>Minnesota Statutes, section 197.63, subdivision 1</i>	
Veterans Affairs at 320-632-0290			
Section G How we process your request:			
Standard – request processed in the order received			
Section H How do you want us to send your documents back to you?		Fee	
Regular First-Class Mail®		\$0	
United Parcel Service (UPS®) <i>go to Vital Chek.com for processing</i>			
Section I Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226. Total due			
Total due = subtotals from Section E			
Section J How do you want to pay?			
<input type="checkbox"/> Credit card MasterCard / VISA / Discover		Cardholder name as shown on card	Valid thru MM/YY
PLEASE NOTE: An additional \$7.00 fee is charged for paying with a credit card		Card number	3-digit security code
<input type="checkbox"/> Check Check # _____		Make check or money order payable to: Morrison County Recorder mail it with your application. PLEASE DO NOT SEND CASH. <small>Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. Minnesota Statutes, section 604.113, subdivision 2.</small>	
<input type="checkbox"/> Money order Money order # _____			
Section K Send your application and payment			
By mail	Morrison County Recorder 213 SE 1st Ave Little Falls, MN 56345	The Morrison County Recorders office cannot process applications that are: * Incomplete * Not signed in front of a notary public * Not paid in full at the time of application	
If you have questions about this form, contact 320-632-0146.			