



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

The law requires you to provide information to order a birth certificate, Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600. It is against the law 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, Suffix, Date of birth, Gender, City of birth, County of birth) and Parents (First name, Middle name, Last name, Last name before 1st marriage, Suffix).

Person completing this application

Form with fields for Name, Date of birth, Mailing address - Street, Apt/Unit #, City, State, ZIP, Daytime phone, Email.

Information about birth certificates: Most Minnesota vital record information is public information. When a record is public, information and certificates are available to individuals who meet the legal requirements in items 1 - 14 below. Other vital record information is confidential.

MANDATORY - Check the lines below that describe your relationship to the subject of the record:

Birth certificates available to individuals who meet any of the legal requirements in items 1-14 below (Public records)

- 1. The subject of the vital record (I am requesting my own birth record)
2. A child, grandchild or great-grandchild of the subject
3. Spouse of the subject (You must be the current spouse)
4. A parent named on the subject's record, or a grandparent or great-grandparent of the subject
5. Party responsible for filing the record (generally a health professional or birth attendant)
6. The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
7. The health care agent for the subject (health care power of attorney is required)
8. Subject's personal representative, with sworn affidavit, if certified copy needed to administer the estate
9. Successor of the subject, only if subject is dead and certified copy is needed to administer the estate
10. Determination or protection of a personal or property right and proof that birth certificate is needed
11. Adoption agency - to complete post-adoption search (Employee ID is required)
12. Local/state/federal governmental agency (Employee ID is required)
13. Attorney - my Minnesota Attorney License Number is: NON-Minnesota license? Affix copy
14. Authorized representative listed in 1-13 above (a signed statement from the person authorizing release to you is required)

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

- 15. Parent named on the subject's record
16. The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)
17. The subject, when 16 years or older
18. The Minnesota Department of Human Services, under certain circumstances
19. Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate

Requester's signature Date:

Signed or attested before me on: day of , 20 Notary Stamp/Seal
My Commission Expires:
Notary Public Signature:



## Birth Certificate Application

Requester Name:

### Fee and Payment Information

Item	Number Requested	Fee	Total
One birth certificate	1	\$26	\$26
Additional certificate(s) for the same birth record <b>(optional)</b>		\$19 each	
Expedited Shipping- Contact Treasurer's office to verify cost			
Payment by Credit Card		\$ 1.95	
Total amount submitted or to be charged to credit card: (This amount must be at least \$26.)			

**Type of payment:**       Credit Card       Money Order       Check

### If paying by Credit Card (MasterCard/VISA):

Name on card	Card Number	Expiration date	3-digit security code
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### If paying by check or money order (make payable to Grant County Treasurer):

Check/money order number

Checks returned for non-payment will be charged a \$30 fee according to Minnesota Statutes, section 604.113, subdivision 2 and civil penalties may be imposed.

Send application and payment:

By Fax to: 218-685-4521

By Email to: [treasurer@co.grant.mn.us](mailto:treasurer@co.grant.mn.us)

By Mail to:  
Grant County Treasurer  
10 2<sup>nd</sup> Street NE  
Elbow Lake, MN 56531

If you have any questions, please contact us at [treasurer@co.grant.mn.us](mailto:treasurer@co.grant.mn.us) or 218-685-8251.