



Resident and Real Estate Services Department  
 Service Centers Division  
 300 S 6<sup>th</sup> St, Suite A025  
 Minneapolis, MN 55487-0026

## FAX Cover Sheet

<b>To:</b>	Vital Records	<b>From:</b>	
<b>FAX:</b>	612-348-2010	<b>FAX:</b>	
<b>Phone:</b>	612-348-8240	<b>Phone:</b>	
<b>Date:</b>		<b>Pages:</b>	

Check one:

- Birth Record
  Death Record
  Marriage Record

Name of person listed on requested record: \_\_\_\_\_

**NOTE:** FAX orders are generally processed within 7-10 business days of receipt. If you need your order to be processed more quickly, please select "Expedited/same day" processing.

- Expedited/same day** processing - \$20 additional per record and your application must be received in our office by **2 p.m. CST** or it will be processed on the next business day.

Please check a return transmittal method:

- Regular** mail

OR

**UPS** mail – additional charges as noted (Requires signature for delivery!)

- Overnight - delivery on next business day - \$20.00 per record/application  
 Saturday delivery - \$30.00 per record/application  
 Delivery outside the continental U.S. – contact office for amount

*There is a \$7 additional service fee added to each FAX order.*

Check card type:

- American Express®
  Discover®
  MasterCard®
  Visa®

Card number \_\_\_\_\_ Expiration Month: \_\_\_\_\_ Year: \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Additional Comments: \_\_\_\_\_