



**STATE OF MINNESOTA  
COUNTY OF HENNEPIN**

**Birth certificate application**

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**

<b>Subject</b>	First name	Middle name	Last name	Suffix	
	Date of birth (mm/dd/yyyy) ____/____/____	<input type="checkbox"/> Female <input type="checkbox"/> Male	City of birth	County of birth	
<b>Parents</b>	First name	Middle name	Last name	Last name before 1 <sup>st</sup> marriage	Suffix
	First name	Middle name	Last name	Last name before 1 <sup>st</sup> marriage	Suffix

**Person completing this application**

Name			Date of birth (mm/dd/yyyy) ____/____/____		
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. Data about the birth of a child to a woman who was not married to the child's father when that child was conceived or born are confidential. When a record is confidential, information and birth certificates are restricted to those persons listed below in items 15 - 19.

**MANDATORY — Check the boxes 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



COUNTY OF HENNEPIN

Birth certificate application

Person completing this application - the requester:

Signature and Notary (application must be signed in front of a notary if applying by mail or fax)

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

Requester's signature

Notary Stamp/Seal

Signed or attested before me on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary public signature

My commission expires

Quantity and cost - make checks payable to: Hennepin County Treasurer

Quantity

Fee

Total

One birth certificate sent by First Class Mail®.

\$26

How many additional certificate(s) do you want to purchase for this birth record now?

\$19 each

Uncertified copy (applicant/requestor signature does NOT need to be notarized.)

\$13

Total amount due:

Send application and payment to Hennepin County Vital Records Office:

Vital Records Office
Hennepin County Government Center
300 South 6th St, Suite A025
Minneapolis MN 55487-0026

FAX # 612-348-2010

If you have questions, please contact us at res.vitalrecords@hennepin.us or call 612-348-8919.

Office use only

DCN/Certificate # \_\_\_\_\_

Number of copies \_\_\_\_\_

Initials \_\_\_\_\_

ID type \_\_\_\_\_

Amount \$ \_\_\_\_\_

Issue date \_\_\_\_\_

ID # \_\_\_\_\_