

**You are required to provide the information requested on this form and pay the required fees to obtain a birth certificate.**  
*If we cannot locate the record with the information you provide, we will send you a certified "Statement of No Birth Record Found".*

**It is unlawful 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.*

A. Information to locate the requested birth record <span style="float: right;"><i>Minnesota Rules, part 4601.2600, subpart 2</i></span>					
Child/Subject	Child/subject first name		Child/subject middle name	Child/subject last name	Name suffix
	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 <b>MN</b>
Parents	Parent one first name	Parent one middle name	Parent one last name	Last name before 1 <sup>st</sup> marriage	Name suffix
	Parent two first name	Parent two middle name	Parent two last name	Last name before 1 <sup>st</sup> marriage	Name suffix

B. Requester - person completing this application <span style="float: right;"><i>Minnesota Rules, part 4601.2600, subpart 3</i></span>					
Requester	Requester full name			Date of birth (MM/DD/YYYY)	Daytime phone (XXX-XXX-XXXX)
	Requester mailing address – street (United Parcel Service (UPS) will not deliver to PO boxes or APO addresses.)			Apt/Unit #	Email
				City	State

**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 – 19 below.  
 Records of children born to single mothers are “confidential” unless the mother chooses to make the record public at the time of birth. Confidential birth certificates are restricted to the persons listed below in items 20– 24. *Minnesota Statutes, section 144.225, subdivisions 2 and 7.*

**Birth certificates available to individuals who meet any of the legal requirements in items 1-19 below (Public records)**

1. <input type="checkbox"/> A parent named on the subject’s record	2. <input type="checkbox"/> A grandparent of the subject	3. <input type="checkbox"/> A great-grandparent of the subject
4. <input type="checkbox"/> A child of the subject	5. <input type="checkbox"/> A grandchild of the subject	6. <input type="checkbox"/> A great-grandchild of the subject
7. <input type="checkbox"/> Spouse of the subject (You must be the current spouse)	8. <input type="checkbox"/> I am requesting my own birth record	

9.  Party responsible for filing the record (generally a health professional or birth attendant)  
 10.  The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)  
 11.  The health care agent for the subject (health care power of attorney is required)  
 12.  Subject’s personal representative; a certified copy is needed to administer the estate  
 13.  Successor of the subject (subject is dead); the certified copy is needed to administer the estate  
 14.  Determination or protection of a personal or property right and proof that birth certificate is needed  
 15.  Adoption agency — to complete post-adoption search (Employee ID is required)  
 16.  Local/state/tribal or federal governmental agency (Employee ID is required)  
 17.  Attorney – my Minnesota Attorney License Number is: \_\_\_\_\_ NON-Minnesota license? Affix copy  
 18.  Pursuant to a valid, certified copy of a U.S. court order (not a subpoena) releasing the certificate  
 19.  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.

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

20.  Parent named on the subject’s record  
 21.  The legal custodian, guardian or conservator of the subject (a certified copy of a court order naming you is required)  
 22.  The subject, when 16 years or older  
 23.  Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, section 124D.23; Minnesota Statutes, chapter 260E; and, tribal child support programs, Minnesota Statutes, section 144.225, subdivision 2, paragraph (f). (Employee ID is required)  
 24.  Pursuant to a valid, certified copy of a U.S. court order (**not** a subpoena) releasing the certificate

## Birth Certificate Application

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

Person completing this application - the requester:

### D. Requester's signature and signature of notary public

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

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	

### E. How many birth certificates do you want?

	Fee	Subtotals
One certified birth certificate	\$26	<b>\$26</b>
Additional copies are \$19 each <i>if you buy them at the same time as one purchased at \$26.</i>	# of additional copies \$19 each	

### How many VA birth certificates do you want? Minnesota Statutes, section 197.63, subdivision 1

VA birth certificates are for Veterans Affairs related purposes only	# VA certificates	<b>\$0</b>
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### F. How do you want your request processed?

	Fee	Choose processing
Standard – request processed in the order received	\$0	

### G. How do you want the certificates delivered to you?

	Fee	Choose delivery
Regular First Class Mail®	\$0	

**Payment due: Amount due**

**The amount you pay must cover the certificates and services you requested.**

### H. How do you want to pay? Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.

**Check**  
Check # \_\_\_\_\_

**Make check or money order payable to the Jackson County Recorder and send by mail with application. DO NOT SEND CASH.**

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.*

### I. Send your application, check, money order, or credit card information

**By mail** (Do not send cash)  
Jackson County Recorder  
PO Box 209  
Jackson, MN 56143

The Office of Vital Records returns applications that are incomplete, not signed in front of a notary public, or not paid in full at the time of application.

*If you have questions, please contact [recorder@co.jackson.mn.us](mailto:recorder@co.jackson.mn.us) or (507) 847-2580.*