Renville COUNTY
Service · Stewardship · Shared Responsibility

# Birth Certificate Request

Use this form to order a birth certificate for a person born in Minnesota. If we cannot find the birth record you request, we will send you a certified Statement of No Birth Record Found. NOTE: County offices generally provide the fastest vital records service; in-person requests can often be fulfilled while you wait. *It's illegal to give false information to obtain a vital record, and it may subject you to fines, jail time, or both. (Minnesota Statutes 144.227)*

**Information to find the requested birth record** *Minnesota Rules 4601.2600*

| | | | | | |
|---|---|---|---|---|---|
| **Child/Subject** | Child/subject first name | Child/subject middle name | Child/subject last name | | |
| | Date of birth (MM/DD/YYYY) | Sex ☐ Female ☐ Male | Minnesota city of birth | Minnesota county of birth | State of birth **MN** |
| **Parents** | Parent one first name | Parent one middle name | Parent one last name | Last name before 1st marriage | |
| | Parent two first name | Parent two middle name | Parent two last name | Last name before 1st marriage | |

**REQUIRED – Requester information** *Minnesota Rules 4601.2600*

| | | | |
|---|---|---|---|
| Requester full name | Date of birth (MM/DD/YYYY) | Daytime phone (10-digit) | |
| Requester street address<br>(Express delivery will not deliver to PO boxes or APO addresses.) | Apt/Unit # | Email | |
| | City | State | Zip code |

**REQUIRED — Mark the boxes that describe your relationship to the subject of the record** *Minnesota Statutes 144.225*

**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.

***"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 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; the certified birth certificate is required for the administration of the estate
12. ☐ Successor of the subject; the certified birth certificate is required for the administration of the estate
13. ☐ Person who provides proof that they 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 record)
16. ☐ Attorney – I represent the subject, or a person listed in items 1-14 above. My **Minnesota** Attorney License Number is: **If you are a NON-Minnesota attorney, attach a copy of your attorney license.**
17. ☐ Pursuant to a valid 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 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 copy of a U.S. court order (**not** a subpoena) releasing the certificate

| | | |
|---|---|---|
| **Requester's name:** | | |
| **REQUIRED – Sign this form in front of a notary public** | | *Minnesota Rules 4601.2600* |
| *I certify that the information provided on this application is correct and complete to the best of my knowledge.* | | |
| Requester's signature (Signature must match the name of the requester on page one.) | | |
| **Notary** | Signed or attested before me on: day of , 20 | Notary Stamp/Seal |
| | Printed name of notary public | |
| | Notary public signature / My commission expires | |

| **Fees and records request** | | **Fee** | |
|---|---|---|---|
| First birth certificate | | **$26** | **$26** |
| Additional birth certificates | # of extra copies | **$19 each** | |
| Veteran's Affairs (VA) birth certificate (for VA purposes only) | # of copies | **$0** | |
| **Processing** | | **Fee** | |
| Standard — request processed in the order received | | **$0** | |
| Faster — request handled ahead of standard requests *(doesn't include express delivery)* | | **$20** | |
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**Total due** *Fees are due with the application and are non-refundable.*

**Payment method**

| | | |
|---|---|---|
| ☐ **Credit card** MasterCard/VISA/Discover | Cardholder name | Valid thru (MM/YY) |
| | Card number | 3-digit code |

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|---|---|
| ☐ **Check** Check # | **Make check or money order payable to Renville County Recorder.** DO NOT SEND CASH. Checks returned for non-payment will result in a $30 charge to you. You could also face civil penalties. |
| ☐ **Money order** Money order# | |

| **Send your application and payment to:** | **Incomplete requests** |
|---|---|
| Renville County Recorder<br>Office of Vital Records<br><br>**In-Person or via Mail:**<br>500 East DePue Avenue, Suite 203, Olivia, MN 56277 | 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. *(Minnesota Statutes 144.226; Minnesota Rules 4601.2600)* Unresolved requests will be closed 12 months after we receive them. Once a request is closed, customers must submit a new request and pay the fee again to update the record and/or receive the vital records. |

If you have **questions**, contact the Office of Vital Records at recorder@renvillecountymn.gov or 320-523-3669.