State Vital Records

Attn: Name of State Vital Records Staff

Address

City, State Zip Code

Re: Birth Certificate Request

To Whom It May Concern:

The Wisconsin Department of Health Services (DHS) is requesting birth certificate records in order to comply with Public Law No. 109–171 Deficit Reduction Act of 2005, Section 6036, which requires individuals to provide satisfactory documentary evidence of citizenship or nationality when initially applying for or being re-determined for Medicaid.

Attachments include the request form for each client who needs birth certificate verification from your state, a signed release, and a copy of each client’s identification. Payment is also enclosed.

For any questions related to the enclosed requests, please contact Agency Contact Person at Agency Phone Number.

Send records to:

Agency Mail To Person

Agency Name

Agency Mailing Address

Agency City, Agency State Agency Zip Code

Sincerely,

Agency Worker Name

Agency Worker Title

Enclosure: Request for Birth Records form, Signed Release, copy of identification, payment