

(for Mail or In-Person Requests)

TYPE or PRINT.

I. APPLICANT INFORMATION	CURRENT NAME - First		Last		MAIL TO NAME - First (if different)		Last	
	YOUR STREET ADDRESS (<i>CANNOT be a P.O. Box address</i>) Apt. No				MAIL TO ADDRESS (if different) Apt. No			
	City		State	ZIP Code	City		State	ZIP Code
	DAYTIME TELEPHONE NUMBER ()				EMAIL ADDRESS			
	TYPE OF CURRENT VALID PHOTO ID (See item 4 on page 2.)		PHOTO ID NUMBER			STATE OF ISSUANCE		EXPIRATION DATE
II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	Per Wis. Stat. § 69.20(1), a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest." (A-E) CHECK ONE box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate. A. <input type="checkbox"/> I am the PERSON NAMED on the birth certificate. B. I am a member of the immediate family of the person named on the birth certificate. <input type="checkbox"/> Parent (My name is on the birth certificate and my parental rights have not been terminated.) <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Current Spouse <input type="checkbox"/> Child <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System) C. <input type="checkbox"/> I am the legal custodian or guardian of the person named on the birth certificate. D. <input type="checkbox"/> I am a representative authorized by any person in category A, B or C, including an attorney. Specify the person you represent: _____ E. <input type="checkbox"/> I can demonstrate the birth certificate is necessary for the determination or protection of a personal or property right . Specify your interest: _____ F. <input type="checkbox"/> None of the above. I am requesting an uncertified copy. (Copy will not be valid for identity or legal purposes.) NOTE: Grandchildren, stepparents, stepchildren and stepbrothers / stepsisters may only obtain certified copies as categories C-E. PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:							
III. FEES	First Copy Fee \$ 20.00 <u>20.00</u> Each additional copy of the same record, issued at the same time as the first copy _____ X \$ 3.00 _____ <div style="text-align: right; margin-right: 50px;">Number of additional copies</div>							
	FEE IS <u>NOT</u> REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE <u>NOT</u> ACCEPTED. TOTAL _____							
Submit your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309 Be sure to include: <input type="checkbox"/> completed form, <input type="checkbox"/> acceptable identification, <input type="checkbox"/> payment, <input type="checkbox"/> self-addressed, stamped, business-size envelope, and <input type="checkbox"/> any additional proof or authorization required Make check or money order payable to: STATE OF WIS. VITAL RECORDS								
IV. BIRTH RECORD INFORMATION	BIRTH NAME - First		Middle		Last Name as it appears on the birth certificate			
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (MM/DD/YYYY)	PLACE OF BIRTH - County		PLACE OF BIRTH – City, Village, or Township			
	PARENT'S BIRTH NAME – First		Middle		Last			
	PARENT'S BIRTH NAME – First		Middle		Last			
I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested birth certificate in accordance to the categories listed above.								
SIGNATURE (Applicant)						Date Signed (MM/DD/YYYY)		

Important: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified” copy of a birth certificate?

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

2. Limitations on access to certain birth certificates

According to Wis. Stat. ch. 69, uncertified copies of the following types of birth certificates may not be obtained by anyone:

- A child born to unmarried parents and paternity has not been established.
- A child born to unmarried parents and paternity was established by court order.

3. How long will it take to process my request?

APPLYING IN PERSON

- Requests for **certified** copies of birth certificates are usually completed within 2 business hours of application, if the birth certificate is on file.
- Requests for **uncertified** copies of birth certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

APPLYING BY MAIL

- Requests for **certified** copies of birth certificates may take up to 2 weeks plus mail time to complete.
- Requests for **uncertified** copies of birth certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

4. What identification is required when applying for a birth certificate?

Requests for certified copies require proof of identification. Applicant’s original ID is required for in-person applications. A **photocopy** of the applicant’s ID is required for mail applications.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Examples of acceptable forms of identification include:

One of these:

- State issued driver’s license or ID card
- US Government issued photo ID
- US or Foreign passport
- Tribal or Military ID card

OR

Two of these:

- Bank/Earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

**If you have questions regarding this form, please call 608-266-1373
or visit our website at <https://www.dhs.wisconsin.gov/vitalrecords>**