

**WISCONSIN BIRTH CERTIFICATE APPLICATION**  
 (for Mail or In-Person Requests)

**TYPE or PRINT.**

**PENALTIES:** Any person who wilfully and knowingly makes a false application for a birth certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who wilfully and knowingly obtains a birth certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>						
	YOUR CURRENT NAME - First	Middle	Last	YOUR DAYTIME TELEPHONE NUMBER (      )			
	YOUR STREET ADDRESS ( <i>CANNOT be a P.O. Box address</i> ) Apt. No.			MAIL TO ADDRESS ( <i>if different</i> ) Apt. No.			
	City, Village, or Township		State	ZIP Code	City		State
TYPE OF CURRENT VALID PHOTO ID (See item 5 on page 2.)		PHOTO ID NUMBER		STATE OF ISSUANCE ( <i>Indicate country, if not issued in U.S.A.</i> )		EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest" ( <i>categories A – E below.</i> ) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A – E. In that case, you may check category F below. (See item 1 on page 2 for more details.)						
	Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the birth certificate.						
<input type="checkbox"/> A. I am the PERSON NAMED on the birth certificate.							
<input type="checkbox"/> B. I am a member of the immediate family of the PERSON NAMED on the birth certificate. ( <i>Only those listed below qualify as immediate family.</i> ) NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as C – E.)							
CHECK ONE. <input type="checkbox"/> Parent (whose name is on the birth certificate and whose parental rights have <u>not</u> been terminated)							
<input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System)							
<input type="checkbox"/> C. I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. ( <i>Legal proof is required. See item 1 on page 2.</i> )							
<input type="checkbox"/> D. I am a representative authorized, in writing, by any of the aforementioned (categories A - C). ( <i>The written and notarized authorization must accompany this application. See item 1 on page 2.</i> ) Specify whom you represent: _____							
<input type="checkbox"/> E. I can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. ( <i>Proof is required.</i> ) Specify interest: _____							
<input type="checkbox"/> F. Uncertified copy (informational purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. ( <i>See item 1 on page 2.</i> )							
PURPOSE FOR WHICH CERTIFICATE IS REQUESTED ( <i>Specify. This information will assist us in processing your request.</i> )							

<b>III. FEES</b>	FEE IS <b>NOT REFUNDABLE</b> IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE <b>NOT</b> ACCEPTED.					
	<input checked="" type="checkbox"/> Search Fee ( <b>includes one copy, if found</b> ) ..... \$ 20.00 <u>20.00</u>					
<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy _____ X \$ 3.00    _____ Number of additional copies						
Note: If you cannot provide a specific year of birth (at least within a 5-year period), additional search fees will be charged for locating the record. <span style="float: right;"><b>TOTAL</b> _____</span>						
Make check or money order payable to: <b>REGISTER OF DEEDS</b>						
Be sure to include (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, stamped, business-size envelope, and (5) check or money order.						
Mail your application materials and fee to: REGISTER OF DEEDS / PO BOX 3188 / GREEN LAKE WI 54941						

<b>IV. BIRTH RECORD INFORMATION</b>	BIRTH NAME - First		Middle	Last Name as it appears on the birth certificate		
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (Month / Day / Year)	PLACE OF BIRTH - County	PLACE OF BIRTH – City, Village, or Township		
	Mother's Last Name ("Maiden Name") as it appears on the birth certificate		Mother's First Name	Mother's Middle Name		
	Father's Last Name as it appears on the birth certificate		Father's First Name	Father's Middle Name		

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 with the categories listed above.	
SIGNATURE - Applicant (Person Named in Part I Who is Completing This Application)	Date Signed (Month / Day / Year)

Vital Records Staff Use:

File Date \_\_\_\_\_ Mother's County of Residence \_\_\_\_\_ Certificate Number \_\_\_\_\_

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

A **certified** copy of a birth certificate issued by the State Vital Records Office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. A certified copy may be required to obtain a state-issued driver's license or identification, for travel to foreign countries, to obtain a passport, or for benefit purposes.

State law restricts who may obtain a **certified** copy of a birth certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- The person named on the birth certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), child, or parent (whose name is on the birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as C – E.
- The legal custodian or guardian of the person named on the birth certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the birth certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a birth certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity (section II, category F).

**2. Limitations on access to certain birth certificates**

An **uncertified copy** will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity.

According to Chapter 69, Wis. Stats., **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.

Only persons with a “direct and tangible interest” (categories A – E) may obtain **certified copies** of those types of birth certificates listed directly above.

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

Copies of birth certificates are available from the State Vital Records Office no less than 3 weeks from the date of the birth.

- **Applying in Person**

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.

In-person 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 6 months to complete.

- **Applying by Mail**

Requests for **certified** copies of birth certificates may take up to 1 month 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 6 month

**4. How will the certificate be sent?**

Birth certificates will be mailed in one of three ways:

- a self-addressed, stamped envelope provided by the applicant
- a pre-paid carrier envelope provided by the applicant (e.g., express carriers)
- first-class mail

**NOTE:** It is illegal to FAX birth certificates.

**5. What identification is required when applying for a certified or uncertified copy of a birth certificate?**

A current valid photo ID, such as a driver's license, containing a picture, a current address, and an expiration date is required when applying in person.

A photocopy of the applicant's current valid photo ID must accompany all mail applications.

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