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.].

I. APPLICANT INFORMATION

The information in Section I is about the person completing this application.

YOUR **CURRENT** NAME - First	Middle	Last	YOUR DAYTIME TELEPHONE NUMBER ( )

YOUR **STREET** ADDRESS *(**CANNOT** be a P.O. Box address)*	Apt. No	**MAIL TO** ADDRESS *(if different)*	Apt. No

City	State	ZIP Code	City	State	ZIP Code

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

According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest" *(categories A – E below.)* 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 the PERSON NAMED on the birth certificate.

☐ A. 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. *(Only those listed below qualify as immediate family.)*
NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as section II, categories C – E.)
CHECK ONE. ☐ Parent (whose name is on the birth certificate and whose parental rights have not been terminated)
☐ Current Spouse ☐ Brother / Sister ☐ Grandparent ☐ Child ☐ Current Domestic Partner (registered in the Wis. Vital Records System)

☐ C. I am the **legal custodian or guardian** of the PERSON NAMED on the birth certificate. *(Legal proof is required. See item 1 on page 2.)*

☐ D. I am a **representative authorized**, in writing, by any of the aforementioned (categories A - C). *(The written and **notarized** authorization must accompany this application. See item 1 on page 2.)*
Specify whom you represent. _____

☐ 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. *(Proof is required.)*
Specify your interest. _____

☐ F. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. *(See item 1 on page 2.)*

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED *(Specify. This information will assist us in processing your request.)*

III. FEES

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.

☒ Search Fee **(includes one copy, if found)** ..... $ 20.00 20.00

☐ Each additional copy of the same record, issued at the same time as the first copy _____ (Number of additional copies) X $ 3.00 _____

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 **TOTAL** _____

Make check or money order payable to:
Jefferson County Register of Deeds

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, 311 S Center Ave, Room 102, Jefferson, WI 53549

IV. BIRTH RECORD INFORMATION

BIRTH NAME - First	**Middle**	**Last Name *as it appears on the birth certificate***

SEX ☐ **Male** ☐ **Female**	**BIRTHDATE (Month / Day / Year)**	**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 (Month / Day / Year)

Important: If you do not sign and date this form above ↑, your request cannot be processed.

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 the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as in section II, categories 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 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 certified or uncertified copy of a birth certificate?

A **photocopy** of the applicant's ID as listed below must be submitted with **all** mail applications. ID as listed below is required when applying in-person.

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

Acceptable forms of identification are:

One of these:

- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license or ID card

OR

- US government issued photo ID
- Passport
- Check book/bank statement

Two of these:

- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

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