

**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 <b>CURRENT NAME</b> - First		Middle	Last		
	YOUR <b>STREET ADDRESS</b> ( <i>CANNOT be a P.O. Box address</i> )			Apt. No	MAIL TO ADDRESS ( <i>if different</i> )	
	City			State	ZIP Code	City
	State			ZIP Code	State	ZIP Code
YOUR DAYTIME TELEPHONE NUMBER (        )			YOUR EMAIL ADDRESS			
TYPE OF CURRENT VALID PHOTO ID <i>(See item 4 on page 2.)</i>		PHOTO ID NUMBER		STATE OF ISSUANCE	EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	According to Wisconsin Statute, a <b>CERTIFIED</b> copy of a birth certificate is only available to those with a "direct and tangible interest." (See item 1 on page 2.)				
	<p><b>Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate.</b></p> <p><input type="checkbox"/> A. I am the <b>PERSON NAMED</b> on the birth certificate.</p> <p><input type="checkbox"/> B. I am a <b>member of the immediate family</b> of the PERSON NAMED on the birth certificate. <b>CHECK ONE of the following:</b>  <input type="checkbox"/> Parent (My name is on the birth certificate and my 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)                  NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as categories C – E.)</p> <p><input type="checkbox"/> C. I am the <b>legal custodian or guardian</b> of the PERSON NAMED on the birth certificate. (Legal proof is required.)</p> <p><input type="checkbox"/> D. I am a <b>representative authorized</b>, in writing, by any of the aforementioned (categories A - C). (The written and notarized authorization must accompany this application.)                  Specify whom you represent. _____</p> <p><input type="checkbox"/> E. I can demonstrate that the information from the birth certificate is necessary for the <b>determination or protection of a personal or property right</b> for myself/my client/my agency. (Proof is required.)                  Specify your interest. _____</p> <p><input type="checkbox"/> F. None of the above. I am requesting an <b>uncertified</b> copy. (Copy will not be valid for legal purposes.)</p>				
<b>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED</b> (This information will assist us in processing your request.)					

<b>III. FEES</b>	<b>FEE IS <u>NOT REFUNDABLE</u> IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE <u>NOT</u> ACCEPTED.</b>				
	<input checked="" type="checkbox"/>	Search Fee (includes one copy, if found)	.....	\$ 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
				<b>TOTAL</b>	.....

Make check or money order payable to:	<b>Mail your application materials and fee to:</b> <b>Be sure to include</b> <input type="checkbox"/> completed form, <input type="checkbox"/> acceptable identification, <input type="checkbox"/> any additional proof or authorization required, <input type="checkbox"/> self-addressed, stamped, business-size envelope, and <input type="checkbox"/> check or money order.
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<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 (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 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 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  
or visit our website at**