

**WISCONSIN BIRTH CERTIFICATE APPLICATION**

(for Mail or In-Person Requests)

**TYPE or PRINT.**

**PENALTIES:** Any person who illegally possesses any vital record with knowledge that the vital record has been illegally obtained 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 Wis. Stat. § 69.24(1)].

<b>I. APPLICANT INFORMATION</b>	CURRENT NAME - First		Last		MAIL TO NAME - First (if different)		Last		
	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
	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	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	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)							
	<p><b>CHECK ONE box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate.</b></p> <p>A. <input type="checkbox"/> I am the PERSON NAMED on the birth certificate.</p> <p>B. I am a <b>member of the immediate family</b> of the person named on the birth certificate.</p> <p><input type="checkbox"/> Parent (My name is on the birth certificate and my parental rights have not been terminated.)</p> <p><input type="checkbox"/> Brother / Sister      <input type="checkbox"/> Current Spouse      <input type="checkbox"/> Child</p> <p><input type="checkbox"/> Maternal Grandparent      <input type="checkbox"/> Paternal Grandparent      <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System)</p> <p>C. <input type="checkbox"/> I am the <b>legal custodian or guardian</b> of the person named on the birth certificate.</p> <p>D. <input type="checkbox"/> I am a <b>representative authorized</b> by any person in category A, B or C, including an attorney.</p> <p>Specify the person you represent: _____</p> <p>E. <input type="checkbox"/> I can demonstrate the birth certificate is necessary for the <b>determination or protection of a personal or property right.</b></p> <p>Specify your interest: _____</p> <p>F. <input type="checkbox"/> None of the above. I am requesting an <b>uncertified</b> copy. (Copy will not be valid for identity or legal purposes.)</p> <p>NOTE: Grandchildren, stepparents, stepchildren and stepbrothers / stepsisters may only obtain certified copies as categories C-E.</p> <p><b>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:</b></p>							

<b>III. FEES</b>	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	_____
		Number of additional copies	
<b>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.</b>			<b>TOTAL</b> _____

Submit your application materials and fee to: **STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309**

Be sure to include:  completed form,  acceptable identification,  payment,  
 self-addressed, stamped, business-size envelope, and  any additional proof or authorization required

Make check or money order payable to: **STATE OF WIS. VITAL RECORDS**

<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)
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**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 <http://www.dhs.wisconsin.gov/vitalrecords>**