

An applicant must complete an application form and supply acceptable ID to obtain any **certified** record on page one.

PUBLIC BIRTH CERTIFICATE		REQUIREMENT(S)
1. Parent of the subject		Parent's name must be on the subject's record
2. Grandparent of the subject		
3. Great-grandparent of the subject		
4. Child of the subject		
5. Grandchild of the subject		
6. Great-grandchild of the subject		
7. Spouse of the subject		Must be the current spouse
8. Subject of the record		
9. Legal custodian, guardian, or conservator of the subject		Certified court order showing legal relationship
10. Health care agent		Health care power of attorney
11. Subject's personal representative	See Minnesota Statutes, chapter 524.1-201 for definitions	Proof that certified copy needed to administer the estate
12. Successor of the subject		Subject of record is dead; proof that certified copy needed to administer the estate
13. Determination or protection of a personal or property right		Documentation that a birth certificate is necessary
14. Adoption agency - to complete post-adoption search		Employee ID
15. Local/state/tribal/federal governmental agency if the certified vital record is necessary for the governmental agency to perform its authorized duties		Employee ID
16. Attorney for the subject or person in items 1-14 above		MN Attorney License # OR copy of non-MN Attorney License
17. Person with a valid, certified copy of a U.S. court order (not a subpoena)		Court order <i>must order</i> release to the person with the order
18. I represent a person listed above. I have a signed statement from that person showing: a. Information needed to find the vital record b. The signer's relationship to the subject of the record c. My name d. That I have permission to obtain the certificate		Representative completes Birth Certificate Application as the "requester" and attaches the signed statement to the application to receive a public certificate. The signed <i>statement</i> does not need a notary's signature. Line 18 does not apply to confidential birth records.
CONFIDENTIAL BIRTH CERTIFICATE		REQUIREMENT(S)
19. Parent of the subject		Parent's name must be on the subject's record
20. Legal custodian, guardian, or conservator of the subject		Certified court order shows legal relationship
21. Subject of the birth record		Subject must be age 16 or older
22. Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under MN Statutes, section 124D.23; MN Statutes, chapter 260E; AND, tribal child support programs MN Statutes, section 144.225, subdivision 2, paragraph (f).		Employee ID
23. Per a valid, certified copy of a U.S. court order releasing the certificate		A subpoena does not meet the requirement
NONCERTIFIED PUBLIC BIRTH RECORD		REQUIREMENT(S)
In-person application and payment: Requester must complete the <i>required</i> fields in the MANDATORY section of the application. Requester does not need to fill in any other information.		
Mailed or faxed application with payment: Requester must complete the entire application.		
Anyone - legal transcript		Anyone may obtain a noncertified PUBLIC birth record
Mother named on record or LPH representative – medical transcript		Signature of notary public
NONCERTIFIED CONFIDENTIAL BIRTH RECORD		REQUIREMENT(S)
Subject of the birth record		Subject must be age 16 or older
Parent of the subject		Parent's name must be on the subject's record
Guardian of subject		Certified copy of guardianship papers
Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under MN Statutes, sections 124D.23; MN Statutes 260E; AND, tribal child support programs MN Statutes, section 144.225.		Employee ID
Person with a valid, certified copy of a U.S. court order (not a subpoena)		Court order must order release to person with the order
CERTIFICATE OF BIRTH RESULTING IN STILLBIRTH		REQUIREMENT(S)
Parent of subject		Parent named on fetal death record Only the Office of Vital Records issues these certificates

AUTHORIZED REQUESTERS TABLE

To obtain any **certified** death record on this page (page 2) the requester must:

- Complete the Death Certificate Application
- Show **acceptable ID** if request made in person, or, if mailing or faxing application, sign it in front of a notary public
- Pay the required fee(s)

DEATH CERTIFICATE		REQUIREMENT(S)
1. Child of the subject		
2. Parent of the subject		Parent's name must be on the subject's record
3. Sibling of the subject		
4. Spouse of the subject		Spouse's name must be on the death record
5. Grandparent or great-grandparent of the subject		
6. Grandchild or great-grandchild of the subject		
7. Subject's personal representative	See Minnesota Statutes, chapter 524.1-201 for definitions	Proof that certified copy needed to administer the estate
8. Successor of the subject		Proof that certified copy needed to administer the estate
9. Trustee of a trust		Proof that certified copy needed to administer the trust
10. Determination or protection of a personal or property right		Proof that requester needs certified copy
11. Adoption agency - to complete post-adoption search		Employee ID
12. Attorney for the subject or person in items 1-11 above		MN Attorney License # OR copy of non-MN Attorney License
13. Person with a valid, certified copy of a U.S. court order (not a subpoena)		Court order <i>must order</i> release to the person with the order
14. Local/state/tribal/federal governmental agency, if the certified vital record is necessary for the governmental agency to perform its authorized duties		Employee ID
15. I represent a person listed in lines 1-13 on this page. I have a signed statement from that person showing: <ol style="list-style-type: none"> a. Information needed to find the vital record b. The signer's relationship to the subject of the record c. My name d. That I have permission to obtain the certificate 		Representative must <ul style="list-style-type: none"> ▪ Complete the Death Certificate Application as the "requester", and ▪ Attach the signed statement to the application The signed <i>statement</i> does not need a notary's signature.
16. Dept. of Veterans Affairs representative or Veterans Services Officer		
CERTIFIED VA DEATH CERTIFICATE		REQUIREMENT(S)
The surviving spouse or next of kin of a veteran		None
NONCERTIFIED DEATH RECORD		REQUIREMENT(S)
In-person application and payment: Requester must complete the <i>required</i> fields in the MANDATORY section of the Noncertified Death Record Application. The applicant does not need to supply any other information on the application. Application mailed or faxed with payment: Requester must complete the entire application.		
Anyone may obtain a noncertified death record		None

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To obtain this information in a different format, call 651-201-5970.