

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)].

I. APPLICANT INFORMATION	The information in Section I is about the person completing this application.					
	CURRENT NAME - First		Last		MAIL TO NAME - First (if different)	
					Last	
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address)			MAIL TO ADDRESS (if different than street address)		
	City	State	ZIP Code	City	State	ZIP Code
DAYTIME TELEPHONE NUMBER ()		EMAIL ADDRESS				
TYPE OF VALID PHOTO ID		PHOTO ID NUMBER		STATE OF ISSUANCE	EXPIRATION DATE	

II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	Per Wis. Statute s69.20(1), a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest" (A - E).
	<p>CHECK ONE box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate.</p> <p>A. <input type="checkbox"/> I am the PERSON NAMED on the birth certificate.</p> <p>B. I am a member of the immediate family of the person named on the birth certificate.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Parent (my name is on the birth certificate and my parental rights have not been terminated.)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Brother/Sister <input type="checkbox"/> Current Spouse <input type="checkbox"/> Child</p> <p style="margin-left: 20px;"><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 legal custodian or guardian of the person named on the birth certificate.</p> <p>D. <input type="checkbox"/> I am a representative authorized by any person in category A, B or C, including an attorney. Specify whom you represent: _____</p> <p>E. <input type="checkbox"/> I can demonstrate that the birth certificate is necessary for the determination or protection of a personal or property right. Specify your interest: _____</p> <p>F. <input type="checkbox"/> None of the above. I am requesting an uncertified copy. (Copy will not be valid for identity or legal purposes.)</p> <p>NOTE: Grandchildren, stepparents, stepchildren and stepbrothers/sisters may only obtain certified copies as categories C-E.</p> <p>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:</p>

III. FEES	<input type="checkbox"/> First certified copy..... \$ 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
FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED. TOTAL _____	

Make check or money order payable to: 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 APPLICATION AND FEE TO: REGISTER OF DEEDS P.O. BOX 2806 OSHKOSH, WI 54903-2806
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IV. BIRTH RECORD INFORMATION	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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OFFICE USE ONLY Applicant ID#: _____ Transaction ID#: _____ Carryover: <input type="checkbox"/>
Initials: _____ Date: _____ Certificate Numbers: _____ SVRIS: _____ AVID: _____
Cash / Check: \$ _____ Refund: \$ _____ Check#: _____ CC / VitalChek: \$ _____ ORDER#: _____

WISCONSIN BIRTH CERTIFICATE APPLICATION INSTRUCTIONS

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. How long will it take to process my request?

APPLYING IN PERSON

- Requests for certified or uncertified copies of birth certificates are usually completed within 30 minutes.

APPLYING BY MAIL

- Requests for certified or uncertified copies of birth certificates are usually completed and mailed the same day they are received.

3. 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 920-232-3390
or visit our website at www.co.winnebago.wi.us**