# 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

| | | | | | |
|---|---|---|---|---|---|
| **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<br>(  ) | | | EMAIL ADDRESS | | |
| TYPE OF CURRENT VALID PHOTO ID<br>(See item 4 on page 2.) | **PHOTO** ID NUMBER | | STATE OF ISSUANCE | EXPIRATION DATE | |

## II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE

**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)

**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.

☐ Parent (My name is on the birth certificate and my parental rights have not been terminated.)

☐ Brother / Sister ☐ Current Spouse ☐ Child

☐ Maternal Grandparent ☐ Paternal Grandparent ☐ 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.

D. ☐ I am a **representative authorized** by any person in category A, B or C, including an attorney.

Specify the person you represent: _____

E. ☐ I can demonstrate the birth certificate is necessary for the **determination or protection of a personal or property right**.

Specify your interest: _____

F. ☐ None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for identity or legal purposes.)

NOTE: Grandchildren, stepparents, stepchildren and stepbrothers / stepsisters may only obtain certified copies as categories C-E.

**PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:**

## III. FEES

First Copy Fee ..... $ 20.00 __20.00____

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** _____

**Submit your application materials and fee to: Polk County Register of Deeds, Sally L. Spanel, 100 Polk County Plaza Suite 160, Balsam Lake, WI 54810**

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

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

## IV. BIRTH RECORD INFORMATION

| | | | |
|---|---|---|---|
| **BIRTH NAME - First** | | **Middle** | **Last Name** ***as it appears on the birth certificate*** |
| **SEX**<br>☐ **Male** ☐ **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)<br>➢ | Date Signed (MM/DD/YYYY) |

**Important: Signature and payment are required for processing.**

**Clear / Reset Form**

## 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 1 business hour 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 2 weeks to complete.

**APPLYING BY MAIL**

Requests for certified copies of birth certificates may take up to 2 weeks including 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 2 weeks 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 715-485-9240**
**or visit our website at www.co.polk.wi.us**